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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

September 15, 2005 - Special

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
AGENDA
SPECIAL MEETING
Thursday, September 15, 2005
4:00 p.m., City Hall, Room 406**

Committee Members: David Pilpel, Chair, Marjorie Williams, Nick Mueller

Call to Order/Roll Call/Agenda Changes

1. Adoption of minutes of August 11, 2005
2. Administrator's Report (no attachment)
3. Presentation by Public Library Government Information Center (Therese Cafon) (attachments)
4. Discussion re: General Public and News Media Outreach (Mueller)(no attachment)
5. Discussion re: Annual training per Administrative Code section 67.33
(Ernest Llorente) (no attachment)
6. Further discussion of departmental Sunshine training issues. (Pilpel)
(no attachments)
7. Review Committee mission statement and work plan (Pilpel) (attachment)
8. Public comment for items not listed on the agenda. (no attachment)
9. Committee Members' comments, questions and request for future agenda items. (attachment)

Adjournment

Next Regular Meeting October 13, 2005

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1. Complainant presents his/her facts and evidence	5 minutes
Other parties of Complainant presents facts & evidence	Up to 3 minutes each
2. City responds	5 minutes

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Other parties of City respond

Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

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Board of Supervisors

Sunshine Ordinance Task Force

September 15, 2005

= SUNSHINE ORDINANCE TASK FORCE

= EDUCATION, Outreach & Training COMMITTEE

= MINUTES

Thursday, September 15, 2005

4:00 p.m., City Hall, Room 406

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Committee Members: David Pilpel, Chair, Marjorie Williams, Nick Mueller

Call to Order: 4:05 p.m.

Roll Call: Present: Pilpel, Mueller, Williams (Absent)

Agenda Changes: Item #3 was taken out of order (before item #1)

Deputy City Attorney: Ernie Llorente

Committee Clerk: Frank Darby, Jr.

1. Adoption of minutes of August 11, 2005

Speakers: None

Motion to approve minutes of August 11, 2005. (Mueller/Pilpel)

Ayes: Pilpel, Mueller

Absent: Williams

2. Administrator's Report

There was no report given.

Speakers: None

3. Presentation by Public Library Government Information Center.

Therese Cason, Librarian, Public Library Government Information Center gave presentation.

Speakers: None

4. Discussion re: General Public and News Media Outreach

Member Mueller spoke on his efforts in general public and news media outreach. Speakers: Non

Motion to file this item.

Without objection.

5. Discussion re: Annual training per Administrative Code section 67.33

Ernest Llorente, Deputy City Attorney, City Attorney's Office gave presentation.

Speakers: None

Motion to continue further discussion of Annual training per Administrative Code section 67.33 to the next meeting.

Without objection.

6. Further discussion of departmental Sunshine training issues.

Ernie Llorente, Deputy City Attorney, Office of City Attorney, suggested ways to make annual Sunshine training more interesting.

Speakers: None

Motion to continue further discussion of departmental Sunshine training issues to the next meeting.

Without objection.

7. Review Committee mission statement and work plan

Speakers: None

Motion to continue further discussion of Committee mission statement and work plan with market revisions to the next meeting.

Without objection.

8. Public comment for items not listed on the agenda.

Speakers: None

9. Committee Members' comments, questions and request for future agenda items.

Speakers: None

Member Pilpel discussed the proposed tentative calendar of future agenda items.

Member Pilpel instructed the Administrator to inquire whether Kay Gulbengay, Deputy Clerk, Board of Supervisors, is available to attend the next meeting to speak about the Legislative process regarding: What's on the web, the 30 day rule, access to minutes, and legislative history.

Member Pilpel requested Deputy City Attorney, Ernest Llorente, to identify someone from the City Attorneys office who can speak on publishing of public notices, in December

Adjournment: Meeting adjourned at 4:55 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force.



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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

October 13, 2005 - Cancelled

CANCELED SUNSHINE ORDINANCE TASK FORCE

**October 13, 2005
Education, Outreach and Training Committee Meeting**

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

November 10, 2005 - Cancelled

CANCELLED

SUNSHINE ORDINANCE
TASK FORCE



November 10, 2005

Education, Outreach and Training Committee Meeting

4:00 PM

Room 406

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Sunshine Ordinance Task Force



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≡ SUNSHINE ORDINANCE TASK FORCE
≡ EDUCATION, OUTREACH AND TRAINING COMMITTEE

DEC - 5 2005

≡ AGENDA

Thursday, December 8, 2005
4:00 p.m., City Hall, Room 406

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Committee Members: David Pilpel, Chair, Marjorie Williams, Nick Mueller

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

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Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of September 15, 2005. (action item) (attachment)
2. Discussion regarding the status of the September 27, 2005 Order of Determination of Todd Wallack against the Assessor-Recorder's Office. (discussion and possible action) (attachments)
3. Presentation regarding Designation of Official News Papers. (Mike Ward)
4. Outreach to community Base and Non-Profit Organizations. (Williams)
5. Continued discussion re: Annual training per Administrative Code section 67.33 (no attachments)
6. Continued discussion of departmental Sunshine training issues. (Pilpel) (no attachments)
7. Continued review of Committee mission statement and work plan (Pilpel) (discussion and possible action) (attachment)
8. Public comment for items not listed on the agenda. (no attachment)
9. Administrator's Report (no attachment)
10. Committee Members' comments, questions and request for future agenda items.

Adjournment

Next Regular Meeting January 12, 2005

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant presents facts & evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
Above total speaking time for Complainant and City to be the same		
3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

Note: Time must be adhered to
If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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Board of Supervisors

Sunshine Ordinance Task Force

December 8, 2005**=SUNSHINE ORDINANCE TASK FORCE
≡EDUCATION, Outreach & Training COMMITTEE****≡ MINUTES****Thursday, December 8, 2005
4:00 p.m., City Hall, Room 406****DOCUMENTS DEPT.****FEB - 1 2006****SAN FRANCISCO
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Committee Members: David Pilpel, Chair, Marjorie Williams, Nick Mueller

Call to Order: 4:15 p.m.

Roll Call: Present: Pilpel, Williams

Excused: Mueller

Agenda Changes: Item 7 was taken after item 10.

Deputy City Attorney: Ernie Llorente

Administrator: Frank Darby, Jr.

1. Approval of minutes of September 15, 2005.

Speakers: None

Motion to approve minutes of September 15, 2005. (Williams / Pilpel)

Ayes: Pilpel, Williams

Excused: Mueller

2. 05030 Discussion regarding the status of the September 27, 2005 Order of Determination of Todd Wallack against the Assessor-Recorder's Office.

Speakers: Todd Wallack, Complainant, San Francisco Chronicle.

Chair Pilpel asked the Administrator to request that the Assessor-Recorder's Office provide in writing an explanation as to how the fees were computed and an accounting of how

much they charge for other electronic records request.

Continued without objection.

3. Presentation regarding Designation of Official News Papers.

Mike Ward, Assistant Director, and Alvester Ellis, Office of Contract Administration gave the presentation.

Speakers: None

Filed without objection

4. Outreach to Community Based and Non-Profit Organizations.

Member Williams spoke on Community Based and Non-Profit organizations who receive \$250K or more in tax/bid dollars that don't come under Sunshine. She expressed the need for a list of these entities who are receiving these funds.

Speakers: None

Filed without objection

5. Continued discussion re: Annual training per Administrative Code section 67.33

Ernest Llorente, Deputy City Attorney, City Attorney's Office gave the presentation. He identified Adine Varah as the new training office for Sunshine Training.

Speakers: None

Continued without objection.

6. Continued discussion of departmental Sunshine training issues.

Ernie Llorente, Deputy City Attorney, City Attorney's Office, suggested that, as a resource, members review the streaming video that was done by Amy Akerman.*

Speakers: None

Continued without objection.

7. Continued review Committee mission statement and work plan.

The committee made several changes. The administrator was instructed to provide a marked copy at the next meeting.

Speakers: None

Continued without objection.

8. Public comment for items not listed on the agenda.

*
Speakers: None

9. Administrator's Report

There was no report given.

Speakers: None

10. Committee Members' comments, questions and request for future agenda items.

Chair Pilpel asked the Administrator to be prepared to discuss possible revisions to the web site that is maintained for the Task Force in February 2006.

Chair Pilpel asked the Deputy City Attorney to report on whether there is someone in the City Attorney's office who can speak on publishing of public notices regarding laws that trigger the notices.

Chair Pilpel asked the Deputy City Attorney to report on whether there are any changes to the Brown Act or State open meetings/public records laws that goes into affect on January 1, 2006.

Adjournment: Meeting adjourned at 5:38 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force.

SUNSHINE ORDINANCE
TASK FORCE



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. (415) 554-7724
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Agenda

CANCELED

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**SUNSHINE ORDINANCE
TASK FORCE**

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cancelled

**January 12, 2006
Education, Outreach and
Training Committee Meeting
4:00 PM
City Hall, Room 406**

Sunshine Ordinance Task Force



City Hall

Dr. Carlton B. Goodlett Place, Room 244

San Francisco 94102-4689

Tel. No. 554-7724

Fax No. 554-7854

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**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
(SPECIAL MEETING)
AGENDA**

**Friday, January 13, 2006
3:00 p.m., City Hall, Room 406**

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Committee Members: David Pilpel, Chair, Marjorie Williams

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Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of December 8, 2005. (action item) (attachment)
2. Discussion regarding the status of the September 27, 2005 Order of Determination of Todd Wallack against the Assessor-Recorder's Office. (discussion and possible action) (attachments)
3. Continued discussion re: Annual training per Administrative Code section 67.33 (no attachments)
4. Continued discussion of departmental Sunshine training issues. (Pilpel) (no attachments)
5. Continued review of Committee mission statement and work plan (Pilpel) (discussion and possible action) (attachment)
6. Public comment for items not listed on the agenda. (no attachment)
7. Administrator's Report (no attachment)
8. Committee Members' comments, questions and request for future agenda items.

Adjournment

Next Regular Meeting February 9, 2005

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant presents facts & evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3.	Complainant presents rebuttal	3 minutes
4.	Public comment	Up to 3 minutes each
	(Excluding Complainant & City response, witnesses)	
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

January 13, 2006

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, Outreach & Training COMMITTEE
MINUTES
Friday, January 13, 2006
3:00 p.m., City Hall, Room 406**

Committee Members: David Pilpel, Chair, Marjorie Williams, Bruce Wolfe

Call to Order: 3:12 p.m.

Roll Call: Present: Pilpel, Williams, Wolfe (arrived at 3:23 p.m.)

Agenda Changes: Item 2 taken before item number 1

Administrator: Frank Darby, Jr.

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1. Approval of minutes of December 8, 2005.
Speakers: None
Motion to approve minutes of December 8, 2005. (Wolfe / Williams)
Ayes: Pilpel, Williams, Wolfe
2. 05030 Discussion regarding the status of the September 27, 2005 Order of Determination of Todd Wallack against the Assessor-Recorder's Office.
Speakers: Todd Wallack, Complainant; Craig Dziedzic, Tax Manager, Office of the Assessor-Recorder
Continued without objection to the February 9, 2006 meeting; to be scheduled first on the agenda.
In accordance with committee consensus Chair Pilpel requested that the Assessor Phil Ting and the MIS person attend the meeting.
3. Continued discussion re: Annual training per Administrative Code section 67.33
Speakers: None
Continued without objection.
4. Continued discussion of departmental Sunshine training issues.
Speakers: None
Continued without objection.
5. Continued review Committee mission statement and work plan.
Speakers: None
Continued without objection.
Member Wolfe to provide the Administrator with suggested changes.
The Administrator to provide copies of the marked revision at the next meeting.
6. Public comment for items not listed on the agenda.
Speakers: None

7. Administrator's Report
There was no report given.
Speakers: None
8. Committee Members' comments, questions and request for future agenda items.
Chair Pilpel discussed the tentative calendar for future agenda items.
Chair Pilpel asked the Administrator to be prepared to discuss the Sunshine Ordinance Task Force Web Site in March.
Chair Pilpel asked the Administrator to invite the Human Services Network to the February 2006 meeting should we have a discussion regarding 121.
Chair Pilpel asked the Administrator to speak with the Deputy City Attorney Llorente regarding having Amy Ackerman or someone from the City Attorneys office attend the February meeting to talk about the Annual Training and Good Government Guide.
Member Williams stressed the importance of having Chair Pilpel's contact information. Chair Pilpel asked the Administrator to redistribute the revised contact information to Task Force members.
By Committee consensus Member Wolfe will be responsible for General Public and News Media Outreach.

Adjournment: Meeting adjourned at 4:50 p.m.

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City Hall

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**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
AGENDA**

**Thursday, February 9, 2006
4:00 p.m., City Hall, Room 406**

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Committee Members: David Pilpel, Chair, Marjorie Williams, Bruce Wolfe

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Call to Order

Roll Call

Agenda Changes

1. Discussion re: Annual training per Administrative Code section 67.33 (Paul Zarefsky) (no attachments)
2. Discussion re: City Attorney's Good Government Guide for 2006 (Paul Zarefsky) (no attachment)
3. Discussion re: Public Access to Nonprofit Organizations (Peg Stevenson) (no attachment)
4. Discussion re: List of Nonprofit Organizations subject to Administrative Code Chapter 12L (Peg Stevenson) (no attachment)
5. Discussion re: Civil Service Commissions Departmental Records Retention Policy, Schedules, and Index of Records. (Kate Favetti) (attachment)
6. Approval of minutes of January 13, 2006. (action item) (attachment)
7. Administrator's and Deputy City Attorney Report (no attachment)
8. Status of outreach monitoring effort (General Public and News Media): (Wolfe); Community – Based organizations and non profits: (Williams); City Departments: (Pilpel) (no attachment)
9. Update Committee mission statement and work plan (Pilpel) (discussion and possible action) (attachment)

10. Public comment for items not listed on the agenda. (no attachment)
11. Committee Members' comments, questions and request for future agenda items.

Adjournment

Next Regular Meeting March 9, 2006

The hearing re: Wallack v Assessor Recorder re: fees and timeliness has been further continued to the Thursday March 9 meeting.

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MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

February 9, 2006

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE**

MINUTES

Thursday, February 9, 2006

4:00 p.m., City Hall, Room 406

Committee Members: David Pilpel, Chair, Marjorie Williams, Bruce Wolfe

Call to Order: The meeting was called to order at 4:13 p.m.

Roll Call: Present: Pilpel, Wolfe

Absent: Williams

Deputy City Attorney: Ernie Llorente

Clerk : Linda Wong

Agenda Changes: None

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1. Discussion re: Annual training per Administrative Code section 67.33 (Paul Zarefsky)
Speakers: Paul Zarefsky, Deputy City Attorney, Office of the City Attorney; Kimo Crossman, member of the public; Kate Favetti, member of the public
Motion to continue this item to the next meeting. Without objection.
2. Discussion re: City Attorney's Good Government Guide for 2006 (Paul Zarefsky)
Speakers: Paul Zarefsky, Deputy City Attorney, Office of the City Attorney; Kimo Crossman, member of the public
Motion to file. Without objection.
3. Discussion re: Public Access to Nonprofit Organizations (Peg Stevenson)
Speakers: Peg Stevenson, City Services Auditor Director, Office of the Controller; Kimo Crossman, member of the public.
Motion to file. Without objection.
4. Discussion re: List of Nonprofit Organizations subject to Administrative Code Chapter 12L (Peg Stevenson)
Speakers: Peg Stevenson, City Services Auditor Director, Office of the Controller; Kimo Crossman, member of the public
Member Pilpel requested the Administrator to send agendas to Maggie Donahue and Quentin Meche if the committee has upcoming hearings on 12L.
Motion to file. Without objection.
5. Discussion re: Civil Service Commissions Departmental Records Retention Policy, Schedules, and Index of Records. (Kate Favetti)
Speakers: Kate Favetti, Civil Service Commission; Kimo Crossman, member of the public
Motion to file. Without objection.
6. Approval of minutes of January 13, 2006.
Speakers: None
Motion to approve minutes of January 13, 2006. (Pilpel/Wolfe)

Ayes: Pilpel, Wolfe

Absent: Williams

7. Administrator's and Deputy City Attorney Report
Speakers: Kimo Crossman, member of the public
Deputy City Attorney Ernie Llorente offered to track Court of Appeals cases and report to the committee.
8. Status of outreach monitoring effort (General Public and News Media): (Wolfe); Community – Based organizations and non profits: (Williams);
City Departments: (Pilpel)
Speakers: Kimo Crossman, member of the public
There was no report given.
9. Update Committee mission statement and work plan (Pilpel)
Speaker: None
Member Pilpel requested the Administrator to provide the SOTF pamphlets to Member Wolfe in electronic format.
Member Pilpel requested the Administrator to bring at least 6 sets of all existing publications to the next meeting.
Motion to continue this item to the next meeting. Without objection.
10. Public comment for items not listed on the agenda.
Speaker: Kimo Crossman, member of the public spoke on proposition 59.
11. Committee Members' comments, questions and request for future agenda items.
Member Pilpel submitted a list of future agenda items to the committee.
Speaker: Kimo Crossman, member of the public

Adjournment: Meeting adjourned at 6:31 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force



**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
DRAFT AGENDA**

Thursday, March 9, 2006
4:00 p.m., City Hall, Room 406

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03-07-17 10:30 AM PDT

Committee Members: David Pilpel, Chair; Marjorie Williams; Bruce Wolfe

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order

Roll Call

Agenda Changes

1. Continued discussion: Wallack v. Assessor-Recorder regarding fees and timeliness. (discussion and possible action) (attachments)
2. Continued discussion re: Annual Sunshine training per Administrative Code section 67.33 (Paul Zarefsky) (discussion and possible action) (no attachments)
3. Review Civil Service Commission web site and Sunshine Ordinance issues (Kate Favetti) (no attachments)
4. Approval of minutes of February 9, 2006. (action item) (attachment)
5. Administrator's and Deputy City Attorney's Report (no attachment)
6. Status of Outreach Monitoring efforts (General Public and News Media: Wolfe); Community – Based Organizations and Nonprofits: Williams); City Departments: Pilpel) (no attachment)
7. Update Committee Mission Statement and Work Plan (Pilpel) (discussion and possible action) (attachment)
8. Discussion re: Sunshine Ordinance Task Force Web Site (Darby) (no attachment)
9. Public comment for items not listed on the agenda. (no attachment)
10. Committee Members' comments, questions and request for future agenda items.

Adjournment

Next Regular Meeting: Thursday, April 13, 2006

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant presents facts & evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
Above total speaking time for Complainant and City to be the same		
3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

Note: Time must be adhered to
If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

March 9, 2006

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
MINUTES**

Thursday, March 9, 2006

4:00 p.m., City Hall, Room 406

Committee Members: David Pilpel, Chair, Marjorie Williams, Bruce Wolfe

Call to Order: The meeting was called to order at 4:13 p.m.

Roll Call: Present: Pilpel, Wolfe

Absent: Williams

Deputy City Attorney: Ernie Llorente

Administrator: Frank Darby

Agenda Changes: Item 1 was heard after item number 2

1. Continued discussion: Wallack v. Assessor-Recorder regarding fees and timeliness.
Speakers: Zoon Nguyen, Deputy Assessor-Recorder, Assessor-Recorders Office
Public: Kimo Crossman; Peter Warfield
Motion to file the matter with thanks. Without objection.
2. Continued discussion re: Annual Sunshine training per Administrative Code section 67.33.
Speakers: Paul Zarefsky, Deputy City Attorney, Office of the City Attorney
Public: Peter Warfield; Kimo Crossman
Motion to file. Without objection.
3. Review Civil Service Commission web site and Sunshine Ordinance issues.
Speakers: Kate Favetti, Executive Officer, Civil Service Commission
Public: Kimo Crossman; Peter Warfield
Motion to file. Without objection.
4. Approval of minutes of February 9, 2006.
Speakers: Kimo Crossman; Peter Warfield
Motion to approve minutes of February 9, 2006. (Wolfe / Pilpel)
Ayes: Pilpel, Wolfe
Absent: Williams
5. Administrator's and Deputy City Attorney's Report.
No report provided.
Speakers: Kimo Crossman

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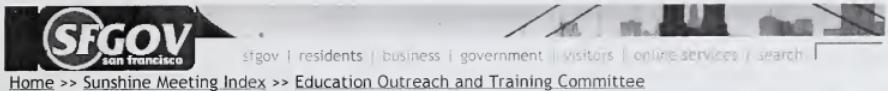
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6. Status of Outreach Monitoring efforts (General Public and News Media: Wolfe); Community -- Based Organizations and Nonprofits: Williams); City Departments: Pilpel) (no attachment)
Speakers: Kimo Crossman; Peter Warfield
7. Update Committee Mission Statement and Work Plan.
Speakers: Kimo Crossman
Continued without objection.
8. Discussion re: Sunshine Ordinance Task Force Web Site.
Speakers: Peter Warfield; Kimo Crossman; Jay Cash
Continued without objection.
9. Public comment for items not listed on the agenda.
Speakers: Peter Warfield; Kimo Crossman; Jay Cash
10. Committee Members' comments, questions and request for future agenda items.
Speakers: Peter Warfield; Kimo Crossman

Adjournment: Meeting adjourned at 6:17 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force



[Home](#) >> [Sunshine Meeting Index](#) >> [Education Outreach and Training Committee](#)

Board of Supervisors

Sunshine Ordinance Task Force

March 22, 2006

SUNSHINE ORDINANCE TASK FORCE

EDUCATION, OUTREACH AND TRAINING COMMITTEE

AGENDA

Special Meeting

Wednesday, March 22, 2006

2:00 p.m., City Hall, Room 406

Committee Members: David Pilpel, Chair, Marjorie Williams, Bruce Wolfe

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order / Roll Call / Agenda Changes

1. Discussion regarding National Sunshine Week and implications for San Francisco from developments and trends in disclosure and nondisclosure practices related to public information outside San Francisco. (discussion and possible action) (no attachment)
2. City departments' response to public information requests, including but not limited to abusive, burdensome, excessive, and/or harassing Immediate Disclosure Requests. (discussion and possible action) (no attachment)
3. Discussion regarding the Sunshine Ordinance Task Force's internal practices and procedures. (discussion and possible action) (no attachment)
4. Methods for the Sunshine Ordinance Task Force to encourage City departments to better comply with the Sunshine Ordinance. (discussion and possible action) (no attachment)
5. Public comment for items not listed on the agenda. (no attachment)
6. Committee Members' comments, questions and request for future agenda items.

Adjournment Next Regular Meeting: Thursday, April 13, 2006

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MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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1. Complainant presents his/her facts and evidence 5 minutes

Other parties of Complainant presents facts & evidence Up to 3 minutes each

2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

March 22, 2006 - Special

SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
MINUTES
Special Meeting
Wednesday, March 22, 2006
2:00 p.m., City Hall, Room 406

Committee Members: David Pilpel, Chair, Marjorie Williams, Bruce Wolfe

Call to Order: The meeting was called to order at 2:06 p.m.

Roll Call: Present: Pilpel, Williams, Wolfe

Deputy City Attorney: Ernie Llorente

Administrator: Frank Darby

Agenda Changes: None

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1. Discussion regarding National Sunshine Week and implications for San Francisco from developments and trends in disclosure and nondisclosure practices related to public information outside San Francisco.
Chair Pilpel and Member Williams reported on the various local and state entities/organizations who recognized National Sunshine Week, including cities who are considering developing new Sunshine laws.
Public Speakers: Kimo Crossman, Peter Warfield, James Chaffee
Motion to file. Without objection
2. City departments' response to public information requests, including but not limited to abusive, burdensome, excessive, and/or harassing Immediate Disclosure Requests.
Speakers: Matt Dorsey, Press Secretary and Public Information Officer, City Attorney's Office; Michael Housh, Secretary, Library Commission; Lynn Khaw, Principal Administrative Analyst, Office of Contract Administration/Purchasing; Ron Vinson, Deputy Director, Department of Telecommunications & Information Services.
Public Speakers: James Chaffee, Peter Warfield, Kimo Crossman
Continued without objection
3. Discussion regarding the Sunshine Ordinance Task Force's internal practices and procedures.
Public Speakers: Kimo Crossman, Peter Warfield
Continued without objection
4. Methods for the Sunshine Ordinance Task Force to encourage City departments to better comply with the Sunshine Ordinance.
Public Speakers: Peter Warfield, Kimo Crossman
Continued without objection
5. Public comment for items not listed on the agenda. (no attachment)
Public Speakers: James Chaffee, Kimo Crossman, Peter Warfield

6. Committee Members' comments, questions and request for future agenda items.

Speakers: None

Adjournment: Meeting adjourned at 5:07 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force



Board of Supervisors

Sunshine Ordinance Task Force

April 13, 2006

SUNSHINE ORDINANCE TASK FORCE

EDUCATION, OUTREACH AND TRAINING COMMITTEE

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AGENDA

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Thursday, April 13, 2006

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4:00 p.m., City Hall, Room 406

Committee Members: David Pilpel, Chair; Marjorie Williams; Bruce Wolfe

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Review Fire Department Sunshine Ordinance Compliance Issues. (Lorrie Kalos) (attachment)
2. Review Annual Sunshine Training per Administrative Code section 67.33 (Paul Zarefsky) (no attachment)
3. Discussion re: closed sessions and the attorney-client privilege (Pilpel)
(no attachment)
4. Adoption of Minutes of March 9 and March 22, 2006. (action item)
(attachment)
5. Report of the Sunshine Ordinance Task Force Administrator and Deputy City Attorney. (no attachment)
6. Discussion re: City Departments Outreach. (Pilpel) (no attachment)
7. Further discussion of Departmental Sunshine Ordinance Training Issues (Pilpel)
(no attachment)
8. Status of Outreach Monitoring Efforts (General Public and News Media: Wolfe); (Community-Based Organizations and Nonprofits: Williams); (City Departments: Pilpel) (no attachment)

9. Update Committee Mission Statement and Work Plan. (Wolfe)
(discussion and possible action) (attachment)
10. Review of Draft Sunshine Ordinance Task Force Annual Report
(discussion and possible action) (attachment)
11. Public comment for items not listed on the agenda. (no attachment)
12. Committee Members' Comments, Questions and Requests for Future Agenda Items.

Adjournment Next Regular Meeting: Thursday, May 11, 2006

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MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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Other parties of Complainant presents facts & evidence Up to 3 minutes each

2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

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City Hall

1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
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<http://www.sfgov.org/sunshine/>

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
DRAFT MINUTES**

Thursday, April 13, 2006
4:00 p.m., City Hall, Room 406

Committee Members: David Pilpel, Chair; Marjorie Williams; Bruce Wolfe

Call to Order: The meeting was called to order at 4:09 p.m.

Roll Call: Present: Pilpel, Wolfe

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Excused: Williams

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Deputy City Attorney: Ernie Llorente

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Administrator: Frank Darby

1. Review Fire Department Sunshine Ordinance Compliance Issues.

Speakers: None

Lorrie Kalos, Assistance Deputy Chief; and Rhab Boughn, Compliance Officer, San Francisco Fire Department gave the review

Motion to file. Without objection

2. Review Annual Sunshine Training per Administrative Code section 67.33

Speakers: Lurilla Harris

Paul Zarefsky, Deputy City Attorney, City Attorney's Office reported that the March 27, training will be made available on-line on streaming video and in a power point presentation for those who could not attend the training. Online participants will be required to take an un-graded test to submit to the Ethics Commission.

Motion to file. Without objection

3. Discussion re: closed sessions and the attorney-client privilege.

Speakers: Paul Zarefsky, Deputy City Attorney, City Attorney's Office

Motion to continue. Without objection

4. Adoption of Minutes of March 9 and March 22, 2006.

Speakers: None

Motion to approve minutes of March 9, 2006. (Wolfe / Pilpel)

Ayes: Pilpel, Wolfe

Excused: Williams

Speakers: None

Motion to approve minutes of March 22, 2006. (Wolfe / Pilpel)

Ayes: Pilpel, Wolfe

Excused: Williams

5. Report of the Sunshine Ordinance Task Force Administrator and Deputy City Attorney.

There was no report.

Speakers: None

6. Discussion re: City Departments Outreach. (Pilpel) (no attachment)

Speakers: None

Motion to file. Without objection

7. Further discussion of Departmental Sunshine Ordinance Training Issues

Speakers: None

Motion to file. Without objection

8. Status of Outreach Monitoring Efforts (General Public and News Media: Wolfe); (Community-Based Organizations and Nonprofits: Williams); (City Departments: Pilpel)

Speakers: Lurilla Harris

Chair Pilpel in accordance with committee consensus indicated that for future agendas this item will be renamed Status of Monitoring and Outreach Efforts.

Continued without objection

9. Update Committee Mission Statement and Work Plan. (Wolfe)

Speakers: None

- Motion to continue. Without objection

10. Review of Draft Sunshine Ordinance Task Force Annual Report

Speakers: None

Motion to file. Without objection

11. Public comment for items not listed on the agenda.

Speakers: Albert Sandoval

12. Committee Members' Comments, Questions and Requests for Future Agenda Items.

Speakers: None

Adjournment

The meeting was adjourned at 6:11 PM.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE**

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AGENDA

Thursday, May 11, 2006

MAY 10 2006

4:00 p.m., City Hall, Room 406

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Committee Members: David Pilpel, Chair; Marjorie Williams; Bruce Wolfe

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Review Elections Department information request, guidelines, and forms (Beth Lipski) (attachments)
2. Further discussion re: closed sessions and the attorney-client privilege (Paul Zarefsky) (no attachment)
3. Discussion re: information stored in electronic vs. printed form (Wolfe) (no attachment)
4. Adoption of Minutes of April 13, 2006 (action item) (attachment)
5. Report of the Sunshine Ordinance Task Force Administrator and Deputy City Attorney (no attachment)
6. Status of Monitoring and Outreach Efforts (General Public and News Media: Wolfe; Community-Based Organizations and Nonprofits: Williams; City Departments: Pilpel) (no attachment)
7. Update Committee Mission Statement and Work Plan (Wolfe) (discussion and possible action) (attachment)
8. Public comment for items not listed on the agenda (no attachment)
9. Committee Members' Comments, Questions, and Requests for Future Agenda Items

Adjournment

Next Regular Meeting: Thursday, June 8, 2006

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations. Any person speaking during a public comment period may supply a brief written summary of their comments, which shall, if no more than 150 words, be included in the minutes. (Section 67.16)

Each member of the public who is unable to attend the public meeting or hearing may submit to the City, by the time the proceeding begins, written comments regarding the subject of the meeting or hearing; these comments will be made a part of the official public record. (Section 67.7-1 (c))

1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant presents facts & evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3.	Complainant presents rebuttal	3 minutes
4.	Public comment	Up to 3 minutes each
(Excluding Complainant & City response, witnesses)		
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

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Date: May 11, 2006

Item No. 1
File No.

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH TRAINING COMMITTEE
AGENDA PACKET CONTENTS LIST***

Completed by: Frank Darby Date: May 8, 2006

Date: May 8, 2006

*This list reflects the explanatory documents provided

- Late Agenda Items (documents received too late for distribution to the Task Force Members)

** The document this form replaces exceeds 25 pages and will therefore not be copied for the packet. The original document is in the file kept by the Administrator, and may be viewed in its entirety by the Task Force, or any member of the public upon request at City Hall, Room 244.



Information About Release of Confidential Voter Information

California Gov't Code § 6254.4,
California Elections Code §§ 2188, 2194, 18109

The street address, telephone number, driver's license (or identification card) number, precinct number and certain other information about registered voters is confidential under California law, and the Department of Elections is prohibited from publicly disclosing that information to any person except as described below.

The Department of Elections may disclose confidential voter information to:

- any candidate for federal, state, or local office,
- any committee for or against any initiative or referendum measure for which legal publication is made,
- any person for election, scholarly, journalistic, or political purposes, and
- for governmental purposes, as determined by the Secretary of State.

Before the Department of Elections may publicly disclose confidential voter information to a requester, the requester must complete and sign, under penalty of perjury, the attached application, and include the following:

- The requester's complete name, printed or typed.
- The requester's complete residence address and business address, including the street and number.
- The requester's telephone number.
- A copy of the requester's driver's license, state identification card or other identification approved by the Secretary of State.

If the requester submits an application on behalf of another person or organization, the requester must also include:

- The complete name, address and telephone number of the person, organization, company, committee, association, or group requesting the confidential voter registration information.
- The name and title of the person authorizing the requester to request the confidential voter registration information.

The requester must also:

- Specifically identify the voter registration information requested.
- Specifically describe the intended use of the information requested.

The Department of Elections is not permitted to release confidential voter registration information to private attorneys, private investigators and process servers.

It is a misdemeanor to misuse or permit the misuse of confidential voter registration information.

APPLICATION FOR VOTER REGISTRATION INFORMATION

Voter registration information for all registered voters is confidential and may not be disclosed except as authorized by law (California Elections Code sections 2194 and 2188.) A voter registration information is available for certain election, scholarly, journalistic, political and governmental purposes, as determined by the California Secretary of State. All requests for voter registration information must be accompanied by written application. Please print:

NAME:

First _____ Middle Initial _____ Last _____
Driver's License Number: _____ State: _____ Exp. Date: _____

Complete Residence Address:

Number & Street

Telephone _____ City _____ State _____ Zip _____
If no street address, give postal mailing address and describe location of residence

Mailing Address _____ Location of Residence _____
Complete Business Address: _____

Number & Street

Telephone _____ City _____ State _____ Zip _____

ORGANIZATION: If this application is on behalf of any person(s), other than the applicant, this section must be completed.

Name of person or group requesting voter information

Complete Business Address:

Number & Street

Telephone _____ City _____ State _____ Zip _____

Name of person authorizing or requesting the applicant to obtain this information

THIS SECTION MUST BE COMPLETED: Viewing or Purchasing

Specific information requested:

Intended use of the information:

(Please be very specific, and indicate whether you are a candidate for federal, state, or local office, whether you are requesting the information on behalf of a committee for or against an initiative or referendum for which legal publication has been made, and indicate whether the information will be used for election, scholarly, journalistic or political purposes.)

- I agree that the information in affidavits of registration of voters and any information derived from tabulating cards, electronic data processing tapes and indices (hereafter collectively referred to as "registration information") will be used only for election or governmental purposes, as defined by Title 2, Division 7, Article 1, Section 19003 of the California Administrative Code;
- I agree not to sell, lease, loan or deliver possession of the registration information, or a copy of thereof, or any portion thereof, to any person, organization or agency without receiving written authorization to do so from the Secretary of State or from the source agency.
- I agree, subject to provisions of Title 2, Division 7, Article 1, Sections 19001 through 19007 of the California Administrative Code, to pay the State of California, as compensation for any unauthorized use of each individual's registration information, an amount equal to the sum of \$.50 multiplied by the number of times each registration record is used by the applicant in an unauthorized manner."

I certify under penalty of perjury that the foregoing information is true and correct.

Signature: _____ Date: _____

For Office Use Only

Deputy's Initials: _____

ID Checked & Copied: _____

Date: _____

Comments: _____



Information Request Guidelines and Procedures

Effective March 20, 2006

The San Francisco Department of Elections has issued these procedures to improve its ability to provide public records under the San Francisco Sunshine Ordinance, San Francisco Administrative Code - Chapter 67, and the California Public Records Act, Government Code Section 6250 et seq. These procedures ensure that all persons seeking Election records will receive prompt, accurate and courteous service without disrupting Election staff's other operational duties.

Procedures for Public Records Requests:

- All public records requests shall be directed to the *Department of Elections* in the following ways: By email: [svvote@sfvote.org](mailto:sfvote@sfvote.org); fax: 415-554-7344; or in person at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 48. Requests must include a telephone number or other method for the Department to contact the requesting party to clarify a request and/or advise the requesting party when records are ready.
- Per Section 67.25(b) of the Sunshine Ordinance, the Department will respond to Information Requests within 10 business days of the date of receipt. Should the request take longer than 10 business days, the Department will inform the requestor of additional time needed to perform the request.
- The Department reserves the right to refrain from creating a document if the requestor is able to obtain the information from documents currently in existence.
- Electronic versions of requested documents will be provided in PDF format.
- Records may ordinarily be reviewed and copies picked up (at cost) in City Hall, Room 48, Monday through Friday, from 8 a.m. to 5 p.m.
- Per Section 67.22(c) of the Sunshine Ordinance, "No employee shall be required to respond to an inquiry or inquiries from an individual if it would take the employee more than fifteen minutes to obtain the information responsive to the inquiry or inquiries."
- Responsive records will be held for review for 5 business days after the requesting party has been notified (unless other arrangements are made in advance) and will then be returned to the appropriate files or to storage.
- Per California Government Code § 6254.4, a voters address, phone number, precinct number, occupation, signature, and language preference are confidential.

- Per California Government Code § 6254.4(c) and (d) respectively, a voters California driver's license number, California identification card number, social security number, and/or any other unique identifier used by the State of California for purposes of voter identification shown on a voter registration card of a registered voter, or added to the voter registration records to comply with the requirements of the Help America Vote Act of 2002, are confidential and shall not be disclosed to any person. Additionally, the signature of the voter that is shown on the voter registration card is confidential and shall not be disclosed to any person.
- The requesting party will be notified as soon as copies are available. Payment is required before releasing copies of requested records.
- The Department reserves the right to maintain electronic and/or paper copies of all Information Requests.
- Costs:
 - *Reviewing Documents:* There is no charge to review records.
 - *Copying:* 10 cents per page, 20 cents per page for 2-sided copies, or 1 cent per page for records routinely produced in multiple copies for public distribution. Copies of unusual format records may be obtained at the cost of reproduction.
 - *Master Voter Vile:* \$3.00 per CD-ROM.
 - *Any file on CD-ROM:* \$3.00 per CD.
 - *Postage:* Requesting party shall prepay all postage or delivery costs.



Department of Elections

Request Form

DEPARTMENT OF ELECTIONS USE ONLY

me: _____

dress: _____

Street Address

Apartment/Unit #

City

State

ZIP Code

Phone: () _____

Evening Phone () _____

mail Address: _____ Fax: () _____

JECT: _____

I want to see the file record*.

Approximate Date of Record: _____

I want a copy of: () Proposition

Letter / Year

() VIP

(Month & Year)

() SOV

(Month & Year)

I want copies of the pages in the file that I have marked with Post-it Notes or have paperclipped (for multiple consecutive pages).

I want the entire file copied.

I want the information mailed to the address above

Other: _____

w would you like
to contact you?

Telephone Email Mail None Required
(check one)

- Requested documents to be picked up within 10 business days from date of contact.
- The cost of copies is 10 cents per single side page plus postage. Per Department of Election policy, cash or money order/certified check made payable to the Department of Elections is accepted. *Personal checks are not accepted.*
- Fee for research and documentation on a "single" voter's registration information request is \$3.00.
- *Government Code 6253 "A request must be one that "reasonably describes an identifiable record of records."*
- *S.F. Elections Code Sec. 920: The Director of Elections shall preserve for a period of two years all candidates' declarations, petitions and all nominations certificates filed in accordance with this code. After two years, the Director of Elections may destroy these records.*

OFFICE USE ONLY Date: _____ Copy to: _____ Director: _____ Deputy: _____ Asst. to Director: _____

vision to Handle: _____

cial Instructions: _____

aff Time: _____ Other: _____

tal Time: _____ Date Completed: _____ By: _____

Date Contacted: _____ By: _____

Comments:

DEPARTMENT OF ELECTIONS
City and County of San Francisco



JOHN ARNTZ
Director of Elections

DEPARTMENT USE ONLY

Received By:

Distributed To:

Comment Form

Please type or print legibly, and attach additional pages if necessary.

Name*: _____

Address: _____

Home/Cell Phone: _____

E-mail: _____

Subject Matter: _____

How would you like us to contact you in our response? Telephone Email Mail (check one) None Required

**If you wish to remain anonymous, do not complete the section above. If you would like us to respond, please provide us with information on how you would like to be contacted.*

Date: May 11, 2006

Item No. 7
File No. _____

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH TRAINING COMMITTEE
AGENDA PACKET CONTENTS LIST***

Completed by: Frank Darby

Date: May 8, 2006

*This list reflects the explanatory documents provided

- ~ Late Agenda Items (documents received too late for distribution to the Task Force Members)

** The document this form replaces exceeds 25 pages and will therefore not be copied for the packet. The original document is in the file kept by the Administrator, and may be viewed in its entirety by the Task Force, or any member of the public upon request at City Hall, Room 244.

SUNSHINE ORDINANCE TASK FORCE

The Public Education and Information~~Education, Outreach and Training~~ Committee

Approved 8/22/00 Guidelines

Approved 9/26/00

Amended by Task Force 10/26/04

The Public Education and Information~~Education, Outreach and Training~~ Committee ("the Committee") of the Sunshine Ordinance Task Force ("the Task Force") is will be a standing committee of the Sunshine Ordinance Task Force ("the Task Force") comprised of no more than three voting members, whose members and chair will be appointed by the Task Force Chair. The role of this Committee will be to provide outreach and publicity to the media and to the general public regarding the Sunshine Ordinance and the Task Force and City departments. The Committee will generally meet at noon on the first Wednesday of each month.

The Committee will oversee the preparation and publication of informational materials addressing the following topics:

1. The rights of citizens and the responsibilities of City officials and departments under the Sunshine Ordinance.
2. The rights of citizens and the responsibilities of non-profit organizations under Admin. Administrative Code Section 12L.
3. The procedures for requesting documents and/or access to meetings as mandated by the Sunshine Ordinance.
4. The roles and responsibilities of the Task Force. The, and the differences between the Task Force, the Ethics Commission and the City Attorney.
5. The procedures for filing a petition with the Task Force and what to expect at a hearing.

A pamphlet Pamphlets containing this information has been prepared and will be maintained and translated into several foreign languages. We will recommend additional languages and accessible formats for this pamphlet. This information will also be available and accessible in alternative formats.

The Committee will increase its familiarity with these materials and the Sunshine Ordinance and will prepare a list of "Frequently Asked Questions" based on calls received by the Task Force Administrator. This list will be regularly updated and posted on the Web Site of the SOTF.

The Committee will offer Sunshine Ordinance education and training opportunities to members of the public, community groups, and city personnel. The Committee will encourage SOTF members to make themselves available to speak at to community organizations regarding the above topics. The Committee will coordinate the communication and scheduling of these outreach efforts. The Committee will also collect and study comments from the SOTF outreach speakers regarding the public's experience with the practical aspects of the Sunshine Ordinance, using such to assist the Task Force in proposing Ordinance modifications to the Board of Supervisors.

Amended EOT Mission Work Plan.doc~~PEI Mission Work Plan-Current.doc~~

The committee will review and encourage the development and expansion of open government policies at public and private agencies, pursuant to section 67.32.

The Committee will assist the City Attorney's Office in coordinating training for custodians of records of departments, secretaries and clerks of boards and commissions, members of boards and commissions, department heads, public information officers, and all those required to file Statements of Economic Interests forms. The committee will also assist in development of the annual training under section 67.33.

The Committee will periodically prepare and issue press releases regarding petitions-issues before the Task Force. The Committee will also designate a spokesperson to respond to any media requests for interviews.

The Committee will recommend a meeting schedule and rules of order to be ratified by majority vote of the Task Force.

The Committee will report its activities at each regular meeting of the Task Force.

M E M O R A N D U M

TO: Sunshine Ordinance Task Force Education, Outreach, and Training Committee
FR: David Pilpel, Committee Chair *SPW*
RE: Calendar of Future Agenda Items
DA: 13 April 2006

Here is my calendar of future committee agenda items, subject to change as needed:

April 2006

Review Fire Department Sunshine Ordinance Compliance Issues (Lorrie Kalos) (attachment)

Review Annual Sunshine Training per Admin. Code section 67.33 (Paul Zarefsky) (no att.)

Discussion re: closed sessions and the attorney-client privilege (Pilpel) (no attachment)

Discussion re: City Departments Outreach (Pilpel) (no attachment)

Further Discussion of Departmental Sunshine Training Issues (Pilpel) (no attachment)

Status of Outreach Monitoring Efforts (General Public and News Media: Wolfe; Community-Based Organizations and Nonprofits: Williams; City Departments: Pilpel) (no attachment)

Update Committee Mission Statement and Work Plan (Wolfe) (attachment)

Review of Draft Sunshine Ordinance Task Force Annual Report (Frank Darby) (attachment)

May 2006

Presentation re: Designation of Official Newspapers (Mike Ward) (no attachment)

Presentation re: SFGov City Web Site (Umesh Gupta) (no attachment)

Discussion re: information stored in electronic vs. printed form (Wolfe) (no attachment)

Discussion re: Sunshine Ordinance Task Force web site (Frank Darby) (no attachment)

June 2006

Publishing of Public Notices per Charter section 16.112 and other laws (Llorente?)

Presentation re: Board of Supervisors Legislative Process (Pilpel) (no attachment)

July 2006

Discussion re: Public Access to Nonprofit Organizations (Peg Stevenson) (no attachment)

Discussion re: list of non-profit organizations subject to Administrative Code chapter 12L (no att.)

Presentation re: City Hall Building Management (Rohan Lane) (no attachment)

August 2006

Presentation re: Channel 26 / San Francisco Government Television (Jack Chin) (no attachment)

November 2006

Update on changes to the Ralph M. Brown Act and Calif. Public Records Act for 2007 (Llorente)

January 2007

Discuss Annual Sunshine Training per Administrative Code section 67.33 (Paul Zarefsky) (no att.)

February 2007

Discussion re: City Attorney's 2007 Good Government Guide (Paul Zarefsky) (no att.)

March 2007

Preview Annual Sunshine Training per Admin. Code section 67.33 (Paul Zarefsky) (no att.)



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

<http://www.sfgov.org/sunshine/>

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE**

REGULAR MEETING

DRAFT MINUTES

Thursday, May 11, 2006

4:00 p.m., City Hall, Room 406

Committee Members: David Pilpel, Chair; Marjorie Williams; Bruce Wolfe

DOCUMENTS DEPT.

Call to Order: The meeting was called to order at 4:10 p.m.

Roll Call: Present: Pilpel, Wolfe

JUN 05 2006

Excused: Williams

Agenda Changes: Items 2 and 3 were taken before Item 1

SAN FRANCISCO

Deputy City Attorney: Ernie Llorente

PUBLIC LIBRARY

Administrator: Frank Darby

1. Review Elections Department information requests, guidelines, and forms

Speakers: Beth Lipski and Giannina Miranda, Elections Department, discussed the release of confidential voter information, request guidelines, and request and comment forms.

Filed without objection.

2. Further discussion re: closed sessions and the attorney-client privilege

Speakers: Deputy City Attorney Paul Zarefsky discussed the disclosure of closed session discussions, and the attorney-client privilege including who holds the privilege and criteria for waiving the privilege.

Continued without objection to a future meeting.

3. Discussion re: information stored in electronic vs. printed form

Member Wolfe expressed an interest in holding a well-promoted public hearing on this item at the next meeting. Member Wolfe will identify people to invite and ways to frame the technical questions and discussions.

Chair Pilpel, by consensus of the Committee, indicated that two meetings will be held on this topic: one to address theory and the other technology.

Speakers: None

4. Continued without objection.
Adoption of Minutes of April 13, 2006

Speakers: None

Motion to adopt minutes of April 13, 2006, as amended. (Wolfe/Pilpel)
Ayes: Pilpel, Wolfe
Excused: Williams

5. Report of the Sunshine Ordinance Task Force Administrator and Deputy City Attorney

There was no report.

Member Wolfe discussed the potential waste associated with the two blank pages that appear in the on-line packet and referenced Proposition 95.

6. Status of Monitoring and Outreach Efforts

Speakers: None

7. Update Committee Mission Statement and Work Plan

The Committee discussed and made amendments to the Mission Statement and Work Plan.

Chair Pilpel asked the Administrator to include marked and unmarked versions in the packet for next month's meeting.

Speakers: None

Continued without objection.

8. Public comment for items not listed on the agenda

Speakers: None

9. Committee Members' Comments, Questions, and Requests for Future Agenda Items

Chair Pilpel submitted a new Calendar of Future Agenda Items and asked the administrator to not include it with the Committee Mission Statement.

Member Wolfe expressed his interest in addressing the database problem reported by Animal Care and Control with the Department of Telecommunications and Information Services.

Adjournment

The meeting was adjourned at 6:00 PM.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force

Date: June 8, 2006

Item No. 9
File No.

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH TRAINING COMMITTEE
AGENDA PACKET CONTENTS LIST***

Completed by: Frank Darby Date: June 1, 2006

Date: June 1, 2000

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- ~ Late Agenda Items (documents received too late for distribution to the Task Force Members)

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SUNSHINE ORDINANCE TASK FORCE
The Education, Outreach and Training Committee
Amended by Task Force MM/DD/YY

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The Committee will oversee the preparation and publication of informational materials addressing the following topics:

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3. The procedures for requesting documents and/or access to meetings as mandated by the Sunshine Ordinance.
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5. The procedures for filing a petition with the Task Force and what to expect at a hearing.

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The committee reviews and consults with public agencies and private entities, pursuant to section 67.32, to encourage the development and expansion of open government policies.

The Committee will assist the City Attorney's Office in coordinating training for custodians of records, department Sunshine Coordinators, secretaries and clerks of policy bodies, members of policy bodies, department heads, public information officers, and others required to file Statements of Economic Interests. The committee will also assist in development of the annual training pursuant to section 67.33.

The Committee may prepare and issue press releases regarding issues before the Task Force. The Committee may also designate a spokesperson to respond to any media requests for interviews.

SUNSHINE ORDINANCE TASK FORCE

The Public Education and Information Education, Outreach and Training Committee

Approved 8/22/00 Guidelines

Approved 9/26/00

Amended by Task Force 10/26/04

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The Committee will recommend a meeting schedule and rules of order to be ratified by majority vote of the Task Force.

The Committee will report its activities at each regular meeting of the Task Force.

Date: June 8, 2006

Item No. 10
File No.

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH TRAINING COMMITTEE
AGENDA PACKET CONTENTS LIST***

Completed by: **Frank Darby**

Date: June 1, 2006

*This list reflects the explanatory documents provided

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Procedures Petitions for Hearings (continued)

Know Your Rights Under the Sunshine Ordinance

Where requested by the petition, the Sunshine Ordinance Task Force may conduct a public hearing concerning the records request. An authorized representative of the custodian of the public records requested shall attend any hearing and explain the basis for the decision to withhold the records requested.

Upon determination that the record is public, the Sunshine Ordinance Task Force shall immediately order the custodian of the public records to comply.

If the custodian refuses or fails to comply within five days, the Sunshine Ordinance Task Force shall notify the District Attorney or the Attorney General who may take whatever measures are deemed necessary to insure compliance.

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the peoples' business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples' review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall, by mail, telephone, fax or email, to Sunshine Ordinance Task Force.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet at <http://www.ci.sf.ca.us/bdsupwrs/sunshine>



SUNSHINE ORDINANCE TASK FORCE

Meets 4th Tuesdays, 4:00 p.m., City Hall

Section 67 San Francisco Administrative Code

History

- Sunshine Ordinance adopted by Board of Supervisors 8/93
- Nonprofit public access requirements added by Board of Supervisors 6/98
- Proposition G approved by citizens 11/99, effective 1/2000

Sunshine Ordinance Task Force 1 Dr. Carlton B. Goodlett Place Room 244

San Francisco CA 94102-4689
(415) 554-7724 (415) 554-5163 (fax)
email: Donna_Hall@ci.sf.ca.us

- Membership (11 members)
- Attorney submitted from local chapter of Society of Professional Journalists
- Journalist submitted from local chapter of Society of Professional Journalists
- From press or electronic media
- Journalist from racial/ethnic-minority-owned news organization submitted by New CA Media
- Submitted by local chapter of League of Women Voters

*The City and County of San Francisco encourages public outreach. This brochure is translated into several languages to provide better public access. No liability is assumed by the City and County of San Francisco for errors and omissions.

Membership (continued)

Responsibilities

- From public experienced in consumer advocacy
- From public who demonstrate interest or have experience in issues of citizen access and participation in local government
- At all times the Task Force shall include at least one member who shall be a member of the public who is physically handicapped and who has demonstrated interest in citizen access and participation in local government.
- The Mayor or his/her designee, and the Clerk of the Board of Supervisors or his/her designee shall serve as non-voting members of the task force.
- The City Attorney shall serve as legal advisor to the Task Force. The Task Force shall be assigned an attorney who is experienced in public access law matters.

Responsibilities (continued)

- Propose to the Board of Supervisors amendments to the Sunshine Ordinance. (67.30 (c))
- Report to the Board of Supervisors at least once annually on any practical or policy problems encountered in the administration of the Sunshine Ordinance. (67.30 (c))
- Receive and review the annual report of the Supervisor of Public Records (City Attorney) and request additional reports or information as it deems necessary. (67.30 (c))
- Make referrals to a municipal office with enforcement power under the Sunshine Ordinance or under the California Public Records Act and the Brown Act, whenever it concludes that any person has violated any provisions of the Sunshine Ordinance or the Acts. (67.30 (c))

Procedures for Petitions for Hearings (67.21 (e))

- In addition, the Task Force shall possess such powers as the Board of Supervisors may confer upon it by ordinance or as the people of San Francisco shall confer upon it by initiative. (67.30 (d))

- From time to time issue public reports evaluating compliance with the Sunshine Ordinance and related California laws by the City or any Department Office, or official. (67.30 (c))
- Approve by-laws specifying a general schedule for meeting, requirements for attendance and procedures and criteria for removing members for non-attendance. (67.30 (e))
- Hear report from City Administrator at least semi-annually on progress of index. (67.29)



Sunshine Ordinance Task Force

1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102
Tel. (415) 554-7724; Fax (415) 554-7854
<http://www.sfgov.org/sunshine>

Thank you for your interest in the implementation of the San Francisco Sunshine Ordinance.

The Sunshine Ordinance adopted by the citizens of the City & County of San Francisco declares that:

- (a) Government's duty is to serve the public, reaching its decisions in full view of the public.
- (b) Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance will assure that their deliberations are conducted before the people and that City operations are open to the people's review.

The role of the Sunshine Ordinance Task Force is to advise the Board of Supervisors and provide information to other City departments on appropriate ways in which to implement the Ordinance. The Task Force is responsible for developing appropriate goals to ensure the practical and timely implementation of the Ordinance and to report to the Board on practical or policy problems encountered in the administration of the Ordinance.

If you have encountered problems regarding compliance with the Ordinance, the Public Records Act or the Ralph M. Brown (Public Meetings) Act, we ask that you fill out the attached complaint form. Please deliver the form to Frank Darby, Administrator of the Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683.

We attempt to resolve complaints informally where possible, through the affected departments and the City Attorney's office. Matters which cannot be adequately resolved, or matters which involve substantial policy considerations, may be set for hearing at a Task Force meeting. The Task Force meets the fourth Tuesday of each month at 4:00 p.m. at City Hall, Room 408.

NOTICE: PERSONAL INFORMATION THAT YOU PROVIDE IS SUBJECT TO DISCLOSURE UNDER THE CALIFORNIA PUBLIC RECORDS ACT AND THE SUNSHINE ORDINANCE, EXCEPT WHEN CONFIDENTIALITY IS SPECIFICALLY REQUESTED. COMPLAINANTS CAN BE ANONYMOUS AS LONG AS THE COMPLAINANT PROVIDES A RELIABLE MEANS OF CONTACT WITH THE SOTF (PHONE NUMBER, FAX NUMBER, OR E-MAIL ADDRESS).



SUNSHINE ORDINANCE TASK FORCE

1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102
Tel. (415) 554-7724; Fax (415) 554-7854
<http://www.sfgov.org/sunshine>

SUNSHINE ORDINANCE COMPLAINT

Complaint against which Department or Commission _____
Name of individual contacted at Department or Commission _____

_____ Alleged violation public records access

_____ Alleged violation of public meeting. Date of meeting _____

Sunshine Ordinance Section _____
(If known, please cite specific provision being violated)

Please describe alleged violation. Use additional paper if needed. Please attach any relevant documentation supporting your complaint.

Do you wish a public hearing before the Sunshine Ordinance Task Force? _____ yes _____ no.

(Optional)¹

Your name _____ Address _____ Date _____

Telephone _____ If anonymous, please let us know how to contact you.

Signature _____

¹ NOTICE: PERSONAL INFORMATION THAT YOU PROVIDE IS SUBJECT TO DISCLOSURE UNDER THE CALIFORNIA PUBLIC RECORDS ACT AND THE SUNSHINE ORDINANCE, EXCEPT WHEN CONFIDENTIALITY IS SPECIFICALLY REQUESTED. COMPLAINANTS CAN BE ANONYMOUS AS LONG AS THE COMPLAINANT PROVIDES A RELIABLE MEANS OF CONTACT WITH THE SOTF (PHONE NUMBER, FAX NUMBER, OR E-MAIL ADDRESS).

PUBLIC COMPLAINT PROCEDURE

Consistent with the language and spirit of the SF Sunshine Ordinance to provide the most open government possible, (See SF Admin. Code, Section 67.1), all inferences and evidence will be viewed in the light most favorable to the petitioner.

Adopted Amendment 4/26/05

The Sunshine Ordinance Task Force (SOTF) has an obligation under San Francisco Administrative Code. § 67.21 (e), 67.30(c) and 12L.1-10 to respond public complaints.

A. In Person or Inquiries by Phone:

It is the goal of the SOTF to help the public seek open access to public records and meetings. The staff of the SOTF will therefore work with the public to help achieve such access in order to avoid the need for the filing of a complaint with the SOTF.

1. The Administrator will discuss the request with the member of the public and attempt, with the assistance of the city attorney to mediate the request.
2. If unable to facilitate access to a desired record or access to a public meeting, the SOTF staff shall advise the members of the public of his/her right to file a petition with the supervisor of records (the City Attorney's Office) and pursue the SOTF complaint process, and send the complainant packet of information regarding the complaint process.

B. Filing a Complaint with the SOTF:

All complaints shall go to the Complaint Committee for review.

1. A letter or complaint form may be submitted to the SOTF via mail, fax, and electronic mail or in person. If a complaint letter is received, the Administrator shall complete a complaint form and send a copy to the complainant. The complaint form shall include a box to indicate if the complainant wants a public hearing. A copy of the complaint is sent to the Complaint Committee members and the Deputy City Attorney.
2. Upon filing a complaint, the complainant shall receive a condensed checklist of procedural requirements (i.e. jurisdictional hearing information, documentation deadlines, etc.). The responding City department shall also receive written notice of the complaint with a checklist of procedures with a request to respond to the charges on the complaint within five business days. The city attorney that provides advice to city departments may assist the city departments and agencies in preparing opinion and advice letters about the complaint. (Addendum 1)
3. The Administrator shall advise the complainant and the affected department of the date, time and location of the Complaint Committee meeting during which their

complaint will be discussed. The department shall have a representative and/or its custodian of records at the meeting. The Administrator shall inform the department/agency of the deadline to submit any supporting documentation.

4. The Deputy City Attorney shall make a written recommendation (jurisdictional letter) to the Complaint Committee as to whether the SOTF has jurisdiction over the complaint.
5. The Administrator gathers all supporting documents prior to the first complaint committee hearing and sends to the members for their review. Where the documents supporting the complaint exceed 75 pages, the complaint will be forwarded without its full exhibits, with an indication that the full exhibits are on file with the SOTF Administrator.
6. The Complaint Committee reviews the complaint at the next Complaint Committee meeting and recommends whether the SOTF has jurisdiction. At this time the Committee attempts to focus the issues for the complainant, department and Task Force.
7. When the complaint committee makes a recommendation to accept jurisdiction, it will do so at its next SOTF meeting unless, holding a hearing at the following regularly scheduled meeting would result in a violation of the 45 day time-limit for resolving complaints (mandated by Admin. Code Section 67.21), a special meeting shall be called to hear on the matter. The Complainant may waive the 45-day rule or request a special hearing within the 45-day rule.

C. Public Hearing Procedure:

After the Complaint Committee recommends jurisdiction, the complainant and respondent shall receive a written notice of the specific issues that

- (1) shall be before the full Task Force for a hearing,
- (2) shall be advised to submit any evidence no later than five working days prior to the hearing.

Documentation

For a document to be considered, it must be received five working days before the hearing (Tuesday before the actual meeting). At the hearing before the Task Force, should the complainant submit additional documentation that has not been submitted to all parties, he or she will be given the following options:

- (1) Proceed with the hearing without Task Force consideration of the additional documentation;
- (2) Waive his or her right to a hearing within 45 days and ask for the hearing to be continued; but
- (3) If the additional documentation raises a new issue; the complainant may choose one of the following:

- (a) Proceed with the hearing and file a new complaint on the additional issue(s); or
- (b) Withdraw and amend the complaint to include the new issue(s)

Hearing and Findings of the Task Force

1. Prior to the meeting, the Complaint Committee and/or the SOTF Deputy City Attorney will prepare an instructional letter to assist the Task Force in hearing issues. All members of the SOTF are responsible for being familiar with the complainant issues.
2. The SOTF conducts the public hearing with the Complainant, and department representative(s) present .
3. After hearing all testimony, the SOTF will vote on an "Order of Determination" stating whether the record is public, and/or whether the open meeting laws were adhered to.
4. If the SOTF makes a finding that the department/agency violated or did not violate the ordinance, the complainant and responding department/agency shall be notified in writing.

D. Reconsideration of Task Force Findings

1. Within 10 days of issuance of the Order of Determination, either the complainant or responding department/agency may petition the SOTF for a reconsideration of the Order of Determination only on the grounds that NEW information exists that was not available at the time of the hearing.
2. The Task Force shall consider the petition at its next scheduled meeting. If a petition for reconsideration is granted, a new hearing on the complaint shall be scheduled at the next SOTF meeting. (Approved by Task Force 10/26/04)

E. Department to Comply with Determination of the SOTF:

1. The Administrator shall send the Order of Determination to the complainant and responding department/agency and request a written response within 5 days, which will be followed up by the Complaint & Amendments Committee. If a public records violation is found, the custodian of records shall be ordered to provide the record to the complainant within five days of the issuance of the Order of Determination. The Compliance and Amendments Committee shall review the compliance with the Order of Determination.
2. If there is a failure to comply, the Compliance and Amendments Committee may recommend to the Task Force to notify the District Attorney, the Attorney General and the Ethics Commission who may take appropriate measures deemed necessary to ensure compliance with the provisions of this ordinance. A copy of the Order of Determination shall be included with such notification.

3. If appropriate, the respondent and complainant shall receive a notice that the District Attorney, Attorney General, and Ethics Commission have been contacted, and of the complainant's independent right to pursue the issue in court or to ask the court for a mandatory injunction.

F. Documentation and Information Regarding Individual Complaints:

1. The Administrator shall keep a file of all documents and log of all petitions filed with the SOTF, including the date of the petition, the department against whom it was made, the nature of the complaint and its status. This shall be in compliance with its records and retention schedule.
2. Copies of all correspondence relating to a complaint shall be sent to all parties.

Addendum # 1

Complaint Process

1. You may fill out a Complaint Form online or access a form at sfgov.org/site/sunshine, or you may send your own letter filing a formal complaint. File the complaint with the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Pl., Room 244, San Francisco CA 94102-4689. (Fax # 415 554 7854; or email to soft@sfgov.org.)
2. Once your complaint is received, the Complaint Committee of the Sunshine Ordinance Task Force reviews the complaint to determine if the Sunshine Ordinance Task Force has jurisdiction.
 - Jurisdiction is defined as those items the Task Force may address, as outlined in the Sunshine Ordinance
3. Once the Complaint Committee completes its consideration, the complainant is notified of the Committee's decision.
4. If the Complaint Committee finds no jurisdiction over the alleged violations in the complaint, the complainant could request reconsideration before the full Task Force at its next scheduled meeting. Should the full Task Force find jurisdiction, a full hearing on the merits will be scheduled.
5. If the Complaint Committee finds the Task Force has jurisdiction, the complainant, respondent, and the Task Force members are notified in writing of the decision.
6. The complaint is then scheduled for a hearing at the next meeting of the Sunshine Ordinance Task Force.
7. If additional information is to be submitted by the complainant or respondent, it must be submitted to the Administrator at least five working days before the scheduled hearing before the Task Force.

If either party submits additional material after the deadline, they will be informed that

 - a. The Task Force may proceed without considering the new material
 - b. The complainant may waive the 45-day time limit and continue the hearing to the next Task Force meeting
 - c. The complainant may withdraw the complaint and file a new complaint
 - d. The complainant may proceed to hearing with their current complaint and file a new complaint and use the new information to support the freestanding separate complaint.
8. After the public hearing, the Task Force shall make an Order of Determination regarding the complaint.
9. For further information, contact the Sunshine Ordinance Task Force Administrator, at (415) 554-7724.

Administrator Complaint Procedure

Telephone requests for information regarding Sunshine Ordinance regulations

The Administrator attempts to handle requests directly, or requests clarification from the City Attorney and returns the call.

Copies of citizen requests to departments for public records

The Administrator does not act on copies of letters addressed to Sunshine Ordinance Task Force unless the citizen requests it.

Letters of complaint addressed to the Sunshine Ordinance Task Force

These requests may be by mail, fax, and email or in person.

1. Administrator sends copy of letter to affected department
2. Administrator receives response from affected department
3. Administrator sends a copy of response to complainant

Hearing before the Sunshine Ordinance Task Force

1. Administrator notifies complainant and affected department of the hearing date
2. Task Force hears complaint
3. Task Force makes determination

Note: Before the hearing, the Administrator includes in the SOTF agenda packet all correspondence, memos and other information related to the complaint.

After Sunshine Ordinance Task Force hearing

The Administrator officially notifies complainant of decision of Task Force.

San Francisco Non-Profit Public Access Ordinance
San Francisco Administrative Code, Chapter 12L

CHAPTER 12L

PUBLIC ACCESS TO RECORDS AND MEETINGS OF NONPROFIT ORGANIZATIONS

- Sec. 12L.1. Intent and Interpretation; Costs of Compliance.
- Sec. 12L.2. Contract Language Establishing Public Access to Nonprofit Organizations.
- Sec. 12L.3. Definitions.
- Sec. 12L.4. Public Access to Meetings.
- Sec. 12L.5. Public Access to Records.
- Sec. 12L.6. Community Representation.
- Sec. 12L.7. Compliance.
- Sec. 12L.8. Severability.
- Sec. 12L.9. City Undertaking Limited to Promotion of General Welfare.
- Sec. 12L.10. Effective Date.

SEC. 12L.1 INTENT AND INTERPRETATION; COSTS OF COMPLIANCE.

(a) The intent of this Chapter is to establish a policy wherein the City ensures that nonprofit organizations with which the City chooses to do business operate with the greatest possible openness and maintain the closest possible ties to communities they intend to serve. Nothing in this Chapter shall be construed to limit the level of openness and democracy in nonprofit organizations and any contracting nonprofit organization may establish policies that guarantee additional openness to stakeholders.

(b) This Chapter is intended to be cost-neutral in its effects upon nonprofit organizations, and the requirements imposed by this Chapter shall be subject to that intent. This Chapter is not intended to impose obligations equal to those of governmental agencies upon nonprofit organizations doing business with the City. (Added by Ord. 198-98, App. 6/19/98)

SEC. 12L.2 CONTRACT LANGUAGE ESTABLISHING PUBLIC ACCESS TO NONPROFIT ORGANIZATIONS.

(a) Each contracting agency of the City or any department thereof, acting for or on behalf of the City, shall include in all contracts between it and any nonprofit organization which are subject to this Chapter, provisions imposing the requirements set forth in Sections 12L.4 through 12L.7, inclusive.

(b) Each contracting agency of the City or any department thereof shall include in every invitation to submit proposals or requests for City-administered funding provisions requiring that any nonprofit organization submitting such a proposal or request provide information regarding its efforts to comply with this Chapter, and further include a summary stating, to the best of the nonprofit organization's knowledge, all complaints concerning the nonprofit organization filed with any contracting agency of the City or any department thereof under this Chapter in the preceding two years which that

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City agency or department has deemed to be substantiated and the disposition of each such complaint, or a statement that no such complaints have been filed in the preceding two years.

(c) In furtherance of the purposes of this Chapter, the Controller, in consultation with the City Attorney, shall create the provisions described in Subsections (a) and (b), above, consistent with the provisions of this Chapter. (Added by Ord. 198-98, App. 6/19/98)

SEC. 12L.3. DEFINITIONS.

As used in this Chapter the following words and phrases shall have the meanings indicated herein:

(a) "Board of Directors" shall mean the Board of Directors, the Board of Trustees, or other principal decision making body of any nonprofit organization.

(b) "City" shall mean the City and County of San Francisco.

(c) "Contract" shall mean an agreement (however titled, including without limitation a memorandum of understanding) to grant or otherwise provide funds to a nonprofit organization including funds from another governmental entity administered through the City or any City commission, City board, City agency or City department, for such organization's operation, new or existing programs, events, performances, capital improvements, or for goods or services provided by or through such organization, to all or any portion of the public. "Contract" shall not include (1) an agreement to provide goods to the City pursuant to bids or requests for proposals, where the City is the end user of the goods, or (2) an agreement to provide services or benefits to City employees and/or to their family members, dependents, or their other designated beneficiaries.

(d) "Cost-neutral" shall mean that a nonprofit organization's reasonable costs of complying with this Chapter (not including direct costs of duplication, or mailing costs, of financial documents which are paid by a member of the public pursuant to Section 12L.5(a) herein) shall not exceed five hundred dollars per year.

(e) "Nonprofit organization" shall mean any corporation formed pursuant to California Corporations Code Sections 5000 et seq. for any public or charitable purpose, and/or any organization described within 26 USC Section 501(c), which receives a cumulative total per year of at least \$250,000 in City-provided or City-administered funds.

(f) "Designated public meeting" shall mean any regular or special meeting of the Board of Directors of a nonprofit organization which the Board of Directors designates as open to all members of the public pursuant to Section 12L.4(a)(1) of this Chapter. (Added by Ord. 198-98, App. 6/19/98)

SEC. 12L.4. PUBLIC ACCESS TO MEETINGS.

(a) **Meetings Open to the Public.** Except as provided in Subsections (a)(2) or (a)(3), the following requirements shall be included in all City contracts with nonprofit organizations:

(1) Each nonprofit organization shall designate and hold at least two designated public meetings per year. Issues addressed by the Board of Directors at designated public meetings shall be of approximately the same general nature and significance to the nonprofit organization as issues typically addressed by the Board of Directors at its other regular or special meetings. These issues may include adoption of the nonprofit organization's budget, nomination of members of the organization's Board of Directors, and evaluation of the organization's contract(s) with the City. At least one designated public meeting the public shall have an opportunity to address the Board of Directors on membership on the Board of Directors and to propose candidates for membership on the Board of Directors as provided in Section 12L.6(b).

San Francisco Administrative Code

- (2) Section 12L.4(a)(1) shall apply to the full extent allowed by State and federal law.
- (3) Section 12L.4(a)(1) shall not apply to nonprofit organizations engaged primarily in the provision of abortion counseling or services, domestic violence sheltering services, or suicide prevention counseling services.

(b) **Closed Meetings.** The Board of Directors may choose to close a portion of a designated public meeting:

- (1) When discussing any matters pertaining to the particular recipients of the nonprofit organization's goods or services or donors of in-kind or monetary contributions to the nonprofit organization where the discussion would necessarily reveal the identity of clients or donors;
- (2) When discussing any matters pertaining to litigation; real estate negotiations; the appointment, employment, evaluation of performance, or dismissal of an employee of the nonprofit organization; or labor negotiations in which the nonprofit organization is involved; when hearing complaints or charges against an employee of the nonprofit organization; or when discussing attorney-client privileged information, or information which constitutes a trade secret;
- (3) Under any circumstances where admitting members of the public is prohibited by State or federal law;
- (4) Under any other circumstances where the Board of Supervisors has approved the closing of a portion of a designated public meeting by the nonprofit organization.

(c) **Public Comment.**

(1) At every designated public meeting the public shall have an opportunity to directly address the Board of Directors on any item of interest to the public relating to the operations or services provided by the nonprofit organization.

(2) At any designated public meeting, the Board of Directors may adopt reasonable regulations to insure that the intent of this Section is carried out, provided that the Board of Directors allows for at least 30 minutes of public comment at each designated public meeting.

(d) **Notice.**

(1) Each nonprofit organization shall provide the public with notice of each designated public meeting at least 30 days in advance of the meeting.

(2) The Board of Directors shall cause a written notice of the date, time and location of each designated public meeting to be submitted to the Clerk of the Board of Supervisors who shall post the written notice where notices of meetings of the Board of Supervisors are posted, and to the San Francisco Main Library Government Information Center which shall post the written notice where notices of meetings of City boards and commissions are posted. In addition, upon inquiry by a member of the public, the nonprofit organization shall disclose the date, time and location of the designated public meeting. (Added by Ord. 198-98, App. 6/19/98)

SEC. 12L.5. PUBLIC ACCESS TO RECORDS.

(a) **Disclosure of Financial Information.** Subject to Section 12L.5.(c), each nonprofit organization shall maintain and make available for public inspection and copying a packet of financial information concerning the nonprofit organization. The packet shall include, at a minimum, (1) the nonprofit organization's most recent budget as already provided to the City in connection with the nonprofit organization's application for, or in connection with the review and/or renewal of, the nonprofit organization's contract, (2) its most recently filed State and federal tax returns except to the extent those returns are privileged, and (3) any financial audits of such organization performed by or for the City and any performance evaluations of such organization performed by or for the City pursuant to a contract

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between the City and the nonprofit organization, to the extent that such financial audits and performance evaluations (i) are in the nonprofit organization's possession, (ii) may be publicly disclosed under the terms of the contract between the City and the nonprofit organization, and (iii) relate to the nonprofit corporation's performance under its contract with the City within the last two years. A member of the public may request additional financial information other than that described above, pursuant to Section 12L.5(b) herein; however, the provision of such additional financial information by a nonprofit organization shall be voluntary, not compulsory. Members of the public, upon giving ten days' notice to the nonprofit organization, shall be entitled to inspect the packet of financial information during the nonprofit organization's regular business hours or to receive a copy of the packet of information for which the nonprofit organization may recover from the member of the public the organization's direct costs of duplication. Notwithstanding the foregoing, a nonprofit organization described within Sections 12L.4(a)(3) herein may comply with Section 12L.5(a) herein by sending a copy of its financial information packet, by first class mail, with the costs of such mailing prepaid by the member of the public, to a member of the public who has requested such information.

(b) **Dispute Resolution.** A member of the public who requests additional financial information other than that described in Section 12L.5(a), above, or who has a complaint concerning a nonprofit organization's compliance or noncompliance with this Chapter, may submit that request or complaint to the City agency or department which is a party to and/or which administers the nonprofit organization's contract. That City agency or department shall consider the request or complaint and shall recommend a resolution thereof in accordance with procedures established by that City agency or department. Following such consideration and recommendation, the member of the public or the nonprofit organization may seek an advisory opinion concerning the request or complaint from the Sunshine Ordinance Task Force, which that Task Force shall be authorized to provide; provided, however, that failure to seek such an advisory opinion from the Sunshine Ordinance Task Force shall not prejudice the right of the member of the public and/or the nonprofit organization to obtain a review of the City agency or department's recommendation by the Board of Supervisors as provided herein. The member of the public or the nonprofit organization may request that the Board of Supervisors review the recommendation of the City agency or department, which review shall be conducted in accordance with procedures established by the Board of Supervisors, provided that such request is made in writing to the Clerk of the Board of Supervisors within ten days of the issuance of the City agency or department's recommendation or the Sunshine Ordinance Task Force's advisory opinion, whichever is later. Subject to Section 12L.7. herein, the recommendation of the City agency or department, or the determination of the Board of Supervisors, with respect to any request or complaint by a member of the public shall be nonbinding upon the nonprofit organization.

(c) **Donor Confidentiality.** No nonprofit organization shall be required to make available to the public any document which would reveal the identity of any of that nonprofit organization's donors or the amount or nature of any individual donations to that nonprofit organization. (Added by Ord. 198-98, App. 6/19/98)

SEC. 12L.6. COMMUNITY REPRESENTATION.

(a) It shall be the policy of the City that each nonprofit organization shall make good-faith efforts designed to promote the membership, on its Board of Directors, of at least one person who is a recipient of the goods or services of that nonprofit organization or of like goods or services provided by another nonprofit organization.

(b) Each nonprofit organization shall seek candidates for appointment to its Board of

San Francisco Administrative Code

Directors who consume or receive its goods or services, or like goods or services provided by another nonprofit organization, and who are members of the class of persons intended to be benefitted by the organization's activities or services. The nonprofit organization shall seek these candidates by:

(1) Giving notice of vacancies on its Board of Directors by means reasonably calculated to come to the attention of the recipients of the goods or services or type of goods or services provided by the nonprofit organization, which may include, but shall not be limited to, posting written notice of such vacancies in a location accessible to recipients of such goods or services.

(2) Providing each member of the public the opportunity to propose him or herself or other member of the public for nomination for appointment to the Board of Directors at at least one of the designated public meeting per year or in writing; and

(3) Providing members of the public the opportunity to comment on Board of Directors membership at at least one of the designated public meetings per year. (Added by Ord. 198-98, App. 6/19/98)

SEC. 12L.7. COMPLIANCE.

In the event that a nonprofit organization materially fails to comply with any contract provision required by this Chapter, the City agency or department which is a party to such contract shall consider such failure a material breach of the contract. The City agency or department may, but is not required to, further consider such material breach as grounds for terminating the contract or not renewing the contract, partially or in its entirety. (Added by Ord. 198-98, App. 6/19/98)

SEC. 12L.8. SEVERABILITY.

This Chapter shall be construed so as not to conflict with applicable federal or State laws, rules or regulations. Nothing in this Chapter shall authorize any City agency or department to impose any duties or obligations in conflict with limitations on municipal authority established by State or federal law at the time such agency or department action is taken.

In the event that a court or agency of competent jurisdiction holds that State or federal law invalidates any clause, sentence, paragraph or section of this Chapter or the application thereof to any person, or circumstances, it is the intent of the Board of Supervisors that the court or agency sever such clause, sentence, paragraph or section so that the remainder of this Chapter shall remain in effect. (Added by Ord. 198-98, App. 6/19/98)

SEC. 12L.9. CITY UNDERTAKING LIMITED TO PROMOTION OF GENERAL WELFARE.

In undertaking the adoption and enforcement of this Chapter, the City and County is undertaking only to promote the general welfare. The City and County is not assuming, nor is it imposing on its officers and employees, an obligation for breach of which it is liable in money damages to any person who claims that such breach proximately caused injury.

This Chapter does not create a legally enforceable right by any member of the public against the City or a nonprofit organization. (Added by Ord. 198-98, App. 6/19/98)

SEC. 12L.10. EFFECTIVE DATE.

This Chapter shall not apply to any contract executed or amended before 90 days following the effective date of this Chapter. This Chapter shall apply to all contracts executed or amended 90 or more days following the effective date of this Chapter. (Added by Ord. 198-98, App. 6/19/98)

Date: June 8, 2006

Item No. 14
File No. _____

SUNSHINE ORDINANCE TASK FORCE

AGENDA PACKET CONTENTS LIST*



Monthly Calendar of Committee Agenda Items





















M E M O R A N D U M

TO: Sunshine Ordinance Task Force Education, Outreach, and Training Committee
FR: David Pilpel, Committee Chair ~~Chair~~
RE: Calendar of Future Agenda Items
DA: 31 May 2006

Here is my monthly calendar of committee agenda items, subject to change as needed:

Standing Items

Adopt minutes (action item) (attachment: draft minutes)

Report of the Sunshine Ordinance Task Force Administrator and Deputy City Attorney (no att.)

Status of monitoring and outreach efforts (General public and news media: Wolfe; Community-based organizations and nonprofits: Williams; City departments: Pilpel) (no att.)

Public comment (first item to be heard after 5 p.m.) (no attachment)

Committee members' comments, questions, and requests for future agenda items (no att.)

June 2006

Review Health Department information request guidelines and forms (Eileen Shields) (att.)

Presentation re: designation of Official Newspapers (Mike Ward/Alvester Ellis) (no att.?)

Further discussion re: closed sessions and the attorney-client privilege (Paul Zarefsky) (no att.)

Further theoretical discussion re: information in electronic vs. printed form (Wolfe) (no att.)

Scoping of technical discussion re: information in electronic vs. printed form (Wolfe) (no att.)

Recommend Sunshine Ordinance Task Force recognition of Todd Wallack (Pilpel) (no att.)

Recommend Updated Committee Mission Statement and Work Plan (Wolfe) (attachment)

Review inventory of existing Sunshine Ordinance Task Force publications (Pilpel/Darby) (att.)

Review Sunshine Ordinance Task Force web site (Frank Darby) (no attachment)

Motion changing regular meeting time (Pilpel) (action item) (no attachment)

July 2006

Review Treasurer's Office information request guidelines and forms (David Augustine) (att.)

Discuss public access to Nonprofit Organizations (Peg Stevenson) (no attachment?)

Discuss list of non-profit organizations subject to Administrative Code chapter 12L (no att.?)

Discuss public comment at public meetings (Paul Zarefsky) (no attachment)

Technical discussion re: information stored in electronic vs. printed form (Wolfe) (no att.)

August 2006

Review Elections Department electronic information overview (Beth Lipski) (attachment?)

Presentation re: SFGov City Web Site (Umesh Gupta) (no attachment)

Presentation re: Channel 26 / San Francisco Government Television (Jack Chin) (no att.)

Discuss redaction of public records (Paul Zarefsky) (no attachment)

September 2006

Presentation re: City Hall Building Management (Rohan Lane) (no attachment)

Discuss Board of Supervisors Legislative Process (Pilpel) (no attachment)

Discuss minutes of public meetings (Paul Zarefsky) (no attachment)

October 2006

Publishing of Public Notices per Charter section 16.112 and other laws (Llorente?)

November 2006

Update on Ralph M. Brown Act and Calif. Public Records Act changes for 2007 (Llorente)

January 2007

Discuss Annual Sunshine Training per Admin. Code section 67.33 (Paul Zarefsky) (no att.)

February 2007

Discuss City Attorney's 2007 Good Government Guide (Paul Zarefsky) (no att.)

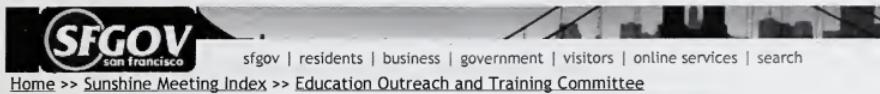
March 2007

Preview Annual Sunshine Training per Admin. Code section 67.33 (Paul Zarefsky) (no att.)

April 2007

Review Annual Sunshine Training per Admin. Code section 67.33 (Paul Zarefsky) (no att.)

Review Sunshine Ordinance Task Force Draft 2006 Annual Report (Frank Darby) (attachment)



Board of Supervisors

Sunshine Ordinance Task Force

June 8, 2006

Click on the item numbers below to obtain background materials. These files are provided in PDF format, and you must have the Adobe Acrobat Reader to access them. [Click here for info about obtaining Acrobat \(it's free\).](#)

DOCUMENTS DEPT.

JUN 05 2006

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SUNSHINE ORDINANCE TASK FORCE

EDUCATION, OUTREACH AND TRAINING COMMITTEE

Rescheduled Regular Meeting

AGENDA

Thursday, June 8, 2006
2:45 p.m., City Hall, Room 421
(Note: Time and Room Change)

05-03-07 PUS/JS RCB

Committee Members: David Pilpel, Chair; Marjorie Williams; Bruce Wolfe

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Presentation re: Designation of Official Newspapers (Mike Ward/Alvester Ellis) (no attachments)
2. Further discussion re: closed sessions and the attorney-client privilege (Paul Zarefsky) (no attachment)
3. Further theoretical discussion re: information in electronic vs. printed form (Wolfe) (no attachment)
4. Scoping of technical discussion re: information stored in electronic vs. printed form (Wolfe) (no attachment)
5. Recommend Sunshine Ordinance Task Force recognition of

Todd Wallack (Pilpel) (no attachment)

6. Adoption of Minutes of May 11, 2006 (action item) (attachment)
7. Report of the Sunshine Ordinance Task Force Administrator and Deputy City Attorney (no attachment)
8. Status of monitoring and outreach efforts (General public and news media: Wolfe; Community-based organizations and nonprofits: Williams; City departments: Pilpel) (no attachment)
9. Recommend Updated Committee Mission Statement and Work Plan (Wolfe) (discussion and possible action) (attachment)
10. Review inventory of existing Sunshine Ordinance Task Force publications (Pilpel/Darby) (attachment)
11. Review Sunshine Ordinance Task Force web site (Frank Darby) (no attachment).
12. Motion changing regular meeting time (Pilpel) (action item) (no attachment)
13. Public comment for items not listed on the agenda (no attachment)
14. Committee Members' Comments, Questions, and Requests for Future Agenda Items (attachment)

Adjournment Next Regular Meeting: Thursday, July 13, 2006

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations. Any person speaking during a public comment period may supply a brief written summary of their comments, which shall, if no more than 150 words, be included in the minutes. (Section 67.16)

Each member of the public who is unable to attend the public meeting or hearing may submit to the City, by the time the proceeding begins, written comments regarding the subject of the meeting or hearing; these comments will be made a part of the official public record. (Section 67.7-1 (c))

1. Complainant presents his/her facts and evidence 5 minutes

Other parties of Complainant presents facts & evidence Up to 3 minutes each

2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Cell phones, pagers and similar sound-producing electronic devices : The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

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Board of Supervisors

Sunshine Ordinance Task Force

June 08, 2006

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE****Rescheduled Regular Meeting****MINUTES**

284
2
18/06

Thursday, June 8, 2006
2:45 p.m., City Hall, Room 421

(Note: Time and Room Change)

Committee Members: David Pilpel, Chair; Marjorie Williams; Bruce Wolfe

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order: The meeting was called to order at 2:57 p.m.

DOCUMENTS DEPT.

Roll Call: Present: Pilpel; Wolfe (Arrived @ 4:04 pm); Williams

FEB 27 2007

Agenda Changes: Items 2 and 3 were taken before Item 1

SAN FRANCISCO
PUBLIC LIBRARY

Deputy City Attorney: Ernie Llorente

Administrator: Frank Darby

1. Presentation re: Designation of Official Newspapers

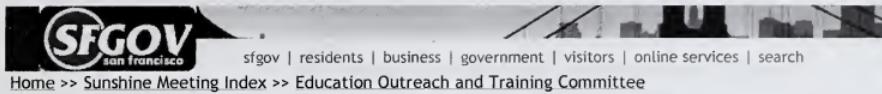
Speakers: Assistant Director Mike Ward and Supervising Purchaser Alvester Ellis, Office of Contact Administration

Filed without objection.

2. Further discussion re: closed sessions and the attorney-client privilege

Speakers: Deputy City Attorney Paul Zarefsky, City Attorney's Office.

Filed without objection.



Board of Supervisors

Sunshine Ordinance Task Force

June 08, 2006

SUNSHINE ORDINANCE TASK FORCE EDUCATION, OUTREACH AND TRAINING COMMITTEE

Rescheduled Regular Meeting

MINUTES

Thursday, June 8, 2006
2:45 p.m., City Hall, Room 421

(Note: Time and Room Change)

Committee Members: David Pilpel, Chair; Marjorie Williams; Bruce Wolfe

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

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DOCUMENTS DEPT.

Roll Call: Present: Pilpel; Wolfe (Arrived @ 4:04 pm); Williams

FEB 27 2007

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SAN FRANCISCO
PUBLIC LIBRARY

Deputy City Attorney: Ernie Llorente

Administrator: Frank Darby

1. Presentation re: Designation of Official Newspapers

Speakers: Assistant Director Mike Ward and Supervising Purchaser Alvester Ellis, Office of Contact Administration

Filed without objection.

2. Further discussion re: closed sessions and the attorney-client privilege

Speakers: Deputy City Attorney Paul Zarefsky, City Attorney's Office.

Filed without objection.

3. Further theoretical discussion re: information in electronic vs. printed
Speakers: Deputy City Attorney Paul Zarefsky, City Attorney's Office.
Filed without objection.
4. Scoping of technical discussion re: information stored in electronic vs. printed form
Speakers: None
Member Wolfe expressed concern about storage, search methods, access, media type, and capacity of current technology. Member Wolfe will draft a letter for submission to the public and departments to invite them to the meeting.
Filed without objection.
5. Recommend Sunshine Ordinance Task Force recognition of Todd Wallack.
Committee members discussed their view. No action taken.
Speakers: None
6. Adoption of Minutes of May 11, 2006.
Speakers: None
Motion to adopt minutes of May 11, 2006. (Wolfe / Williams)
Ayes: Pilpel, Wolfe, Williams
7. Report of the Sunshine Ordinance Task Force Administrator and Deputy City Attorney
Deputy City Attorney Ernest Llorente informed Committee Members that his new assignment may affect his attendance to some future meetings.
Speakers: None
8. Status of monitoring and outreach efforts
Member Williams reported that she met with some Community Based Organizations and Nonprofits and expressed public concerns about their meeting notices.
Speakers: None
9. Recommend Updated Committee Mission Statement and Work Plan
Speakers: None
Motion to recommend to the Task Force that they adapt the updated Mission Statement and Work Plan. (Wolfe / Williams)
Ayes: Pilpel, Wolfe, Williams
10. Review inventory of existing Sunshine Ordinance Task Force publications

The Administrator was asked to provide the flowchart of the complaint process to the next meeting, and to add the brochure to the web site.

Speakers: None

Continued without objection.

11. Review Sunshine Ordinance Task Force web site.

Continued without objection.

12. Motion changing regular meeting time

Speakers: None

Motion to change the regular meeting time from 4 PM to 3 PM beginning in July 2006. (Wolfe / Williams)

Ayes: Pilpel, Wolfe, Williams

13. Public comment for items not listed on the agenda

Speakers: None

14. Committee Members' Comments, Questions, and Requests for Future Agenda Items

Chair Pilpel discussed the Calendar of Future agenda items.

Speakers: None

Adjournment: The meeting was adjourned at 5:48 PM in memory of former City Commissioner Frederick Hobson.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force



City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

July 13, 2006 - Canceled

GOVERNMENT
DOCUMENTS DEPT

MAY 25 2016

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CANCELED
SUNSHINE ORDINANCE
TASK FORCE
July 13, 2006
Education, Outreach and Training
Committee Meeting
3:00 PM
City Hall, Room 421



City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

August 10, 2006 - Canceled

**GOVERNMENT
DOCUMENTS DEPT**

MAY 25 2016

**CANCELED
SUNSHINE ORDINANCE
TASK FORCE**

**August 10, 2006
Education, Outreach and Training Committee Meeting
3:00 PM
City Hall, Room 421**

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

September 14, 2006 - Canceled

GOVERNMENT
DOCUMENTS DEPT

**CANCELED
SUNSHINE ORDINANCE
TASK FORCE
September 14, 2006**

MAY 25 2016
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**Education, Outreach and Training Committee Meeting
4:00 PM
City Hall, Room 406**



City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

October 12, 2006 - Canceled

GOVERNMENT
DOCUMENTS DEPT

MAY 25 2016

**CANCELED
SUNSHINE ORDINANCE
TASK FORCE
October 12, 2006**

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**Education, Outreach and Training Committee Meeting
3:00 PM
City Hall, Room 421**



**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
REGULAR MEETING
AGENDA**

Thursday, November 9, 2006
3:00 p.m., City Hall, Room 421

NOV - 8 2006

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11-08-06A10:50 NOV

Committee Members: David Pilpel, Chair; Marjorie Williams; Bruce Wolfe

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Review Treasurer's Office forms, guidelines and procedures (David Augustine) (attachment)
2. Discussion on status of access to electronic records – next steps. (Wolfe) (discussion and possible action) (no attachment)
3. Review of Sunshine Ordinance Task Force Web Site (Frank Darby) (discussion) (no attachment)
4. Discussion: Process for Task Force advice to departments on compliance with the Ordinance. (Pilpel) (discussion and possible action) (no attachment)
5. Adoption of Minutes of June 8, 2006 (action item) (attachment)
6. Report of the Task Force Administrator and Deputy City Attorney (no attachment)
7. Status of monitoring and outreach efforts (General public and news media: Wolfe; Community-based organizations and nonprofits: Williams; City departments: Pilpel) (no attachment)
8. Public comment for items not listed on the agenda (no attachment)
9. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment

Next Regular Meeting: Thursday, December 14, 2006

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations. Any person speaking during a public comment period may supply a brief written summary of their comments, which shall, if no more than 150 words, be included in the minutes. (Section 67.16)

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1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant present facts & evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
Above total speaking time for Complainant and City to be the same		
3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

Note: Time must be adhered to
If a speaker is interrupted by questions, the interruption does not count against his/her time.

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

November 9, 2006

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
Rescheduled Regular Meeting
MINUTES**

Thursday, November 9, 2006

3:00 p.m., City Hall, Room 421

Committee Members: David Pilpel, Chair; Marjorie Williams; Bruce Wolfe

Call to Order: The meeting was called to order at 3:10 PM

Roll Call: Present: Pilpel; Wolfe (arrived @ 3:30 PM); Williams

Agenda Changes: Item 4 was taken before Item 3

Deputy City Attorney: Ernie Llorente

Administrator: Frank Darby

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1. Review Treasurer's Office forms, guidelines and procedures.
Speakers: David Augustine, Treasurer-Tax Collector's Office made the presentation.
Continued until the call of the chair
2. Discussion on status of access to electronic records – next steps.
Member Wolfe suggested that the Task Force help the Board of Supervisors, during the next budget process, to understand the importance of City Wide standards, for consistency.
Chair Pilpel, in accordance with Committee consensus, asked Member Wolfe to develop suggested guidelines for 1) Departments with systems that can easily produce documents, 2) Departments with proprietary systems, and 3) Departments with no access to electronic systems.
Chair Pilpel, in accordance with Committee consensus, asked the Administrator to notify Task Force Chair Comstock that the Committee request that the motion submitted to the Boards Rules Committee, regarding its policy on electronic records, be calendared for the next full Task Force meeting.
3. Review of Sunshine Ordinance Task Force Web Site
Speakers: Administrator Frank Darby, made the presentation.
Chair Pilpel, recommended that the 2007 calendar include meeting dates for Committees; and that dates be added to titles of documents that have been revised.
Filed without objection.
4. Discussion: Process for Task Force advice to departments on compliance with the Ordinance.
Chair Pilpel, in accordance with Committee consensus, proposed that friendly suggestions form the Committee to Departments be submitted to the full Task Force, pursuant to Section 67.30 (c) of the Ordinance, that informs Departments on appropriate ways to implement the Sunshine Ordinance.
Speakers: None
5. Adoption of Minutes of June 8, 2006.

Speakers: None

Motion to adopt minutes of June 8, 2006. (Wolfe / Williams)

Ayes: Pilpel, Wolfe, Williams

6. Report of the Sunshine Ordinance Task Force Administrator and Deputy City Attorney

No Report

Speakers: None

7. Status of monitoring and outreach efforts

Member Williams reported that many members of the public approach her to inquire about or to request assistance regarding Sunshine and non-Sunshine related issues.

Speakers: None

8. Public comment for items not listed on the agenda

Speakers: None

9. Committee Members' Comments, Questions, and Requests for Future Agenda Items

Chair Pilpel asked Deputy City Attorney Llorente to provide information on Proposition D and to report on any changes to State law regarding public records.

Chair Pilpel asked the Administrator to ask Task Force Chair Comstock to consider rescheduling the December 27, 2006 meeting of the full Task Force.

Speakers: None

Adjournment: The meeting was adjourned at 4:47 PM in memory of Ed Bradley

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force



City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

December 14, 2006 - Canceled

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CANCELED
SUNSHINE ORDINANCE
TASK FORCE
December 14, 2006

MAY 25 2016
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Education, Outreach and Training Committee Meeting
3:00 PM
City Hall, Room 421



City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

January 11, 2007 - Canceled

GOVERNMENT
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MAY 25 2015

CANCELED
SUNSHINE ORDINANCE
TASK FORCE
January 11, 2007

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Education, Outreach and Training Committee Meeting
3:00 PM
City Hall, Room 421



City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

February 8, 2007 - Canceled

GOVERNMENT
DOCUMENTS DEPT

MAY 25 2016

CANCELED
SUNSHINE ORDINANCE
TASK FORCE
February 8, 2007
Education, Outreach and Training Committee Meeting
3:00 PM
City Hall, Room 421

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Sunshine Ordinance Task Force



City Hall

1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

<http://www.sfgov.org/sunshine/>

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
SPECIAL MEETING
AGENDA**

Monday, February 26, 2007
3:00 p.m., City Hall, Room 400

Committee Members: David Pilpel, Chair; Marjorie Williams; Bruce Wolfe

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of minutes of November 9, 2006 (action item) (attachment)
2. Discussion re: Annual Sunshine Training pursuant to Administrative Code Section 67.33 (discussion and possible action) (no attachment)
3. Public comment for items not listed on the agenda (no attachment)
4. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment

Next Regular Meeting: Thursday, March 8, 2007

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2007-02-23 07:37:00

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MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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1.	Complainant presents his/her facts and evidence Other parties of Complainant present facts & evidence	5 minutes Up to 3 minutes each
2.	City responds Other parties of City respond	5 minutes Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

Note: Time must be adhered to

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

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March 8, 2007 - Cancelled

MAY 25 2016

CANCELLED
Sunshine Ordinance Task Force
March 08, 2007
Education, Outreach and Training Committee Meeting
3:00 p.m.
City Hall, Room 421

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

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April 12, 2007 - Cancelled

MAY 25 2011

CANCELLED
Sunshine Ordinance Task Force
April 12, 2007
Education, Outreach and Training Committee Meeting
3:00 p.m.
City Hall, Room 421

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

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May 10, 2007 - Cancelled

MAY 25 2016

CANCELLED
Sunshine Ordinance Task Force
May 10, 2007
Education, Outreach and Training Committee Meeting
3:00 p.m.
City Hall, Room 421

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

June 14, 2007 - Cancelled

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MAY 25 2016

CANCELLED
Sunshine Ordinance Task Force
June 14, 2007
Education, Outreach and Training Committee Meeting
3:00 p.m.
City Hall, Room 421

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

July 12, 2007 - Cancelled

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MAY 25 2016

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CANCELLED
Sunshine Ordinance Task Force
July 12, 2007
Education, Outreach and Training Committee Meeting
3:00 p.m.
City Hall, Room 421



City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

August 9, 2007 - Cancelled

GOVERNMENT
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MAY 25 2016

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**CANCELED
SUNSHINE ORDINANCE
TASK FORCE
August 09, 2007
Education, Outreach and Training Committee Meeting
3:00 PM
City Hall, Room 421**



City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

September 13, 2007 - Cancelled

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MAY 25 2016

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**CANCELED
SUNSHINE ORDINANCE
TASK FORCE
September 13, 2007
Education, Outreach and Training Committee Meeting
3:00 PM
City Hall, Room 421**



City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

October 11, 2007 - Cancelled

GOVERNMENT
DOCUMENTS DEPT

MAY 25 2016

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**CANCELED
SUNSHINE ORDINANCE
TASK FORCE
October 11, 2007
Education, Outreach and Training Committee Meeting
3:00 PM
City Hall, Room 421**



City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

November 8, 2007 - Cancelled

GOVERNMENT
DOCUMENTS DEPT

MAY 25 2016

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**CANCELED
SUNSHINE ORDINANCE
TASK FORCE
November 8, 2007
Education, Outreach and Training Committee Meeting
3:00 PM
City Hall, Room 421**

* Sunshine Ordinance Task Force

City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
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<http://www.sfgov.org/sunshine/>

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
AGENDA**

Thursday, September 11, 2008
4:00 p.m., City Hall, Room 406

Committee Members: Allyson Washburn (Chair), Marjorie Williams, Sue Cauthen, David Pilpel, Kristin Chu

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of minutes of February 7, 2007 (action item) (attachment)
2. SOTF policy and guidelines for Education, Outreach and Training Committee (action item) (attachment)
3. Past efforts at Education, Outreach and Training Committee(discussion item) (no attachment)
4. Developing a plan for the next six to 12 months (discussion item) (no attachment)
5. Public comment for items not listed on the agenda (no attachment)
6. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment

Next Regular Meeting: Call of the Chair

00-1100-8411-2-M-00

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SEP 11 2008

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SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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1.	Complainant presents his/her facts and evidence Other parties of Complainant present facts and evidence	5 minutes Up to 3 minutes each
2.	City responds Other parties of City respond	5 minutes Up to 3 minutes each
<i>(Above total speaking times for Complainant and City to be the same.)</i>		
3.	Matter is with the Task Force for discussion and questions.	3 minutes
4.	Respondent and Complainant presents clarification/rebuttal	
5.	Matter is with the Task Force for motion and deliberation.	
6.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
7.	Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.)	

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

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Lobbyist Registration & Reporting Requirements: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (SF Campaign & Governmental Conduct Code Sec. 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; website: sfgov.org/ethics.

**City and County of San Francisco****Sunshine Ordinance Task Force - Education Outreach and Training Committee****September 11, 2008****SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
MINUTES****Thursday, September 11, 2008
3:00 p.m., City Hall, Room 406****Committee Members: Alyson Washburn (Chair), Sue Cauthen, David Pilpel, Kristin Chu, Marjorie Williams**

Call to Order: The meeting was called to order at 4:00 PM

Roll Call: Present: Washburn, Pilpel, Chu

Excused: Cauthen, Williams

Agenda Changes: Items #3 and 4 were combined.

Deputy City Attorney: Emie Llorente

Administrator: Frank Darby

1. Adoption of minutes of February 26, 2007

Speakers: None

Motion to adopt minutes of February 26, 2007 (Chu / Pilpel)

Ayes: Washburn, Pilpel, Chu

Excused: Cauthen, Williams

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2. SOTF policy and guidelines for Education, Outreach and Training Committee.

Speakers: None

Member Pilpel reviewed the current mission statement.

Member Chu suggested that the entire mission statement be revised and be completely based on the By Laws.

No action taken.

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3. Past efforts at Education, Outreach and Training Committee.

Member Pilpel gave an overview regarding the History of the Committee. He said:

1. That the Task Force (TF) had less complaints and was more focused on policy.

2. The Committee and TF focused on educating departments on compliance with the Ordinance.

3. Beginning in 2004 the Committee's focus change to:

- Educating the public regarding their rights under the Ordinance.
- Focus on non-profits and their requirements under 12L
- Engage the News Media regarding the Ordinance.
- Educating City Departments regarding understanding their requirements.

1. The Committee was proactive so far as outreach.

Member Chu said that departments have complained about being overwhelmed and that the TF needs to address how open government is working and not just problems. She said that the TF need to find ways to reduce the number of complaints.

Chair Washburn said that the TF needs to improve its public relations by relaying the good efforts being made by departments. She said that the TF also need to educate the public about their rights and process.

Member Pipel said that the TF must find a way to get all parties to be reasonable in their request and response to request. He also said that the TF need to receive a better report from the Ethics Commission even if they don't get the desired response.

DCA Llorente said that due to the increase in the number of complaints that the TF is spending less time educating the public and City departments, which is what the TF should focus on. He said that the annual training only focuses on department heads but that the TF must find a way to educate line staff within the departments.

Chair Washburn that providing training to line-staff requires the TF to function in a more proactive roll.

Member Chu said that she doesn't feel that it is appropriate to issue Orders of Determination in every situation especially departments that have corrected the problem.

DCA Llorente said that in some instances the TF must issue an Order of Determination but can also determine the extent of that order and the language.

Member Pipel said that there are three ways that complaints are addressed by the TF 1) an alleged violation of §67.21(e), 2) an alleged violation of 12L, which must first be addressed by the departments, and 3) an alleged violation of §67.34. He said that some matters can be referred to the Education, Outreach and Training Committee (EOT) rather than the Compliance and Amendments Committee (CAC).

Chair Washburn said that the TF must have some other method of addressing less egregious offences; that some matters can be referred to the EOT rather than the CAC to further educate departments. She said that the TF also needs to identify groups that will benefit from open government education; that a plan is needed to address departments that are the worst abusers.

Speakers: None

4. Developing a plan for the next six to 12 months.

Chair Washburn said some future topics that will need to be addressed are.

1. Provide direction/plan to the Task Force for handling certain types of complaints.
2. Provide education to line staff. She asked the Administrator to identify groups who might benefit from training.
3. Develop a plan to deal with Departments that are egregious violators and vexatious complainants.

The next meeting will be Thursday October 9, at 4:00 PM.

Speakers: None

5. Public comment for items not listed on the agenda.

Speakers: None

6. Committee Members' Comments, Questions, and Requests for Future Agenda Items

Speakers: None

Adjournment: The meeting was adjourned at 5:30

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force



**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
AGENDA**

Thursday, October 9, 2008
4:00 p.m., City Hall, Room 406

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Committee Members: Allyson Washburn (Chair), Marjorie Williams, Sue Cauthen, David Pilpel, Kristin Chu

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of minutes of September 11, 2008 (action item) (attachment)
2. Review of EOT mission statement and priorities for 2008-2009 (discussion) (attachment) (10 minutes)
3. #08037_Kimo Crossman v. Supervisor Aaron Peskin and Board of Supervisors (action item) (attachment) (20 minutes)
4. Redaction of public officials' personal contact information (discussion) (10 minutes)
Issue: What is the EOT's role in this issue between the CAO and SOTF?
5. Meaningful public comment (discussion) (attachment) (10 minutes)
Issue: What guidelines are needed to ensure that departments, commissions, etc. allow adequate time for meaningful public comment?
6. Scope of changes to contracts and documents (discussion) (10 minutes)
Issue: What is the role of the EOT in helping to set guidelines for requiring additional public comment after changes to City contracts and comments?
7. Public comment for items not listed on the agenda (no attachment)
8. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment

Next Regular Meeting: Call of the Chair

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL,
ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant present facts and evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
	<i>(Above total speaking times for Complainant and City to be the same.)</i>	
3.	Matter is with the Task Force for discussion and questions.	
4.	Respondent and Complainant presents clarification/rebuttal	3 minutes
5.	Matter is with the Task Force for motion and deliberation.	
6.	Public comment <i>(Excluding Complainant & City response, witnesses)</i>	Up to 3 minutes each
7.	Vote by Task Force <i>(Public comment at discretion of chair on new motion and/or on new motion if vote fails.)</i>	

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE: Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Administrator by mail to: Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at (415) 554-7724; by fax at (415) 554-7854; or by email at SOTF@sfgov.org.

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

October 9, 2008

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
MINUTES
Thursday, October 9, 2008
4:00 p.m., City Hall, Room 406**

Committee Members: Allyson Washburn (Chair), Sue Cauthen, Doyle Johnson, Kristin Chu, Marjorie Williams

Call to Order: The meeting was called to order at 4:00 PM

Roll Call: Present: Cauthen, Johnson, Chu, Williams

Excused: Washburn

Agenda Changes: None

Deputy City Attorney: Ernie Llorente

Clerk: Chris Rustom

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Member Chu announced that she would be chairing the meeting because Chair Washburn was ill. She then welcomed newly sworn in Sunshine Ordinance Task Force Member Doyle Johnson who will serve on the Complaint Committee, the Education, Outreach and Training Committee, and the Rules Committee. He replaces David Pilpel.

1. Adoption of minutes of September 11, 2008

Motion to adopt minutes of September 11, 2008 (Cauthen / Johnson)

Speakers: Allen Grossman noted that the only person on the panel who was present at the previous EOT meeting was the acting chair. During the last meeting he said Member David Pilpel, DCA Ernie Llorente and Administrator Frank Darby demeaned and disrespected open government advocates. Kimo Crossman said Task Force Chair Chu should no longer hold that position because she said advocates would file more complaints if Ethics acts on Task Force referrals. The minutes, he said, were not a true reflection of what was said during the meeting. He suggested members listen to the tape. Ray Hartz wanted to know if the Task Force sided with the departments or the people of San Francisco. Departments have lawyers and staff to keep things away from the citizens, he said. The citizens, he added, need the Task Force to take up their side.

Member Williams stated that she was on the side of the people. She was against Member Chu chairing the meeting because of her role in Supervisor Jake McGoldrick's office as a volunteer. By volunteering, she said, there was a sense of loyalty to the supervisor and because of that citizens do not get an unbiased view. The EOT's role is to give and pass out information about the Sunshine Ordinance and to inform them of their right to come down to City Hall to say what they need to say.

Member Cauthen said she liked the idea of training line employees. She said she was recently criticized by a department head because staff had to do more work because she had filed a couple of Sunshine requests. She added that she was looking forward to her role on the committee and was in agreement with Member Williams' views.

On the motion:

Ayes: Cauthen, Johnson, Chu

Noes: Williams

Excused: Washburn

Member Cauthen noted that approving the minutes was simply approving another person's version of events.

Member Williams then asked to be placed in the affirmative.

On the motion:

Ayes: Williams, Cauthen, Johnson, Chu

Excused: Washhurn

2. Review of EOT mission statement and priorities for 2008-2009.

Members Cauthen and Williams wanted source-material on topic from Chair Washhurn.

Continued to next meeting.

3. #08037_Kimo Crossman v. Supervisor Aaron Peskin and Board of Supervisors.

Respondent David Owen said he was familiar with Sunshine and was looking for direction on procedure from the committee. He said he was before the committee on behalf of Supervisor Peskin and although the Order of Determination was issued before he started working for the supervisor, he had familiarized himself with the provisions cited in the document. He said he was in attendance to speak only on the fact that the office was not represented during the last Task Force meeting.

Public Comment: Kimo Crossman said the Task Force should request a written response that said the office would follow the provision that it violated. Ray Hartz said any public official who sends a representative should be prepared to say through that person that he or she would obey the law.

4. Redaction of public officials' personal contact information

- Issue: What is the EOT's role in this issue between the CAO and SOTF?

Members Cauthen and Williams wanted source material on topic from Chair Washhurn.

Continued to next meeting.

5. Meaningful public comment

- Issue: What guidelines are needed to ensure that departments, commissions, etc. allow adequate time for meaningful public comment?

Member Cauthen said the issue was based on her experience when she went to a Metropolitan Transit Agency meeting where public comment was limited to one minute per person. She also said she had asked Chair Washhurn to write to the MTA to allow for two minutes at its Oct. 21, 2008, meeting. She suggested writing to all departments to set the minimum speaking time to two minutes even though the ordinance says "up to three minutes."

Member Williams said one minute was unacceptable especially if there was a serious item on the agenda. People should be allowed to express their thoughts and opinions and it doesn't make common sense not to listen to taxpayers, she said.

Member Johnson suggested sending a letter that said it was obvious to everyone that people want to be heard and the Task Force was relaying that message so that the department could accommodate the taxpayers and voters at future meetings.

Member Cauthen also added that the meeting was not on one single transit line but a number of lines that would affect numerous residents.

Public Comment: Kimo Crossman said he agrees with Member Cauthen and Member Williams and a letter would be a good idea to proactively deal with the issue before it becomes a complaint. He recalled the recent tiger attack hearings where everybody was irked because public comment was limited to one minute. Thomas Picarello said the issue is about timing as to when you allow public comment. He said the Task Force might not be equipped to oversee the Board of Supervisors as it appoints Task Force members. Ray Hartz read from a book titled "An Assault On Reason," by Al Gore that touched on the relationships between citizens and their leaders. He also said the demeanor of a public official at a public hearing is also important as it conveys the official's thought and position on an issue. He closed by saying that he would like to see public officials volunteer to give up some of their time in favor of the citizens. Charles Pitts said he is having problems with passive meetings where no public comment is provided.

Member Williams said the chair would be very surprised to know that many people do not know what a passive meeting is and that they could come to City Hall and complain. She also said a way of outreach to the citizens would be for the Task Force to attend a televised Board of Supervisors meeting and tell the public that Sunshine is all about open government.

Acting Chair Chu and Member Cauthen agreed to discuss the contents of the letter by email and send it to the MTA by Monday.

6. Scope of changes to contracts and documents

- Issue: What is the role of the EOT in helping to set guidelines for requiring additional public comment after changes to City contracts and comments?

Continued to next meeting.

Members Cauthen and Williams wanted source-material on topic from Chair Washhurn.

Public Comment: Ray Hartz said he could not give meaningful comment on something that would be ultimately changed. The ideal way would be to comment at every step of the process. Some politicians, he claimed, know how to work the system to their advantage.

Thomas Picarello said the City budget is a work in progress until the Board approves and the Mayor signs it. That, he said, was the basis of his objection and subsequent Sunshine complaint against Budget and Finance Committee Chair Supervisor Jake McGoldrick. Kimo Crossman said democracy is participation in power and involves participation as it evolves and not at the very end.

7. Public comment for items not listed on the agenda

Public Comment: Allen Grossman said the comments by DCA Llorente and Mr. Darby at the last EOT meeting were very remarkable because they said that the complainants are responsible for the Task Force's problems. A look at the referrals says most of the departments are following the rules, he said. However, he wanted to know, how does one educate the City Attorney's Office when it's own lawyer does not support the Task Force. He also said it was inappropriate for DCA Llorente to say that the complainant does not know about work product. Kimo Crossman said he appreciated the committee's respectful tone to the public and apologized if he had offended anyone earlier. He said he was working on some topics and was willing to work with members offline if they were interested. Ray Hartz said his intent in attending the meetings was to represent the citizens of the city who feel that the city would not work with them on open government. He said his comments tend to be provocative and sometimes over the line because after a period of eight years the Task Force was still discussing how to make certain agencies follow the law.

8. Committee Members' Comments, Questions, and Requests for Future Agenda Items

Member Caughen and Member requested that a new item in any packet start on the right so that they could write their notes on the left.

Public Comment: None

Adjournment: The meeting was adjourned at 5:30 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force

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Today

Cancelled: November 13, EOT meeting

SOTF [sotf@sfgov.org]

Sent: Wednesday, November 12, 2008 11:03 AM

 11:06 ... 

Rescheduled: Novem...

 11:0... 

Cancelled: Novemb...

The meeting for the November 13, 2008, Education, Outreach and Training Committee is cancelled. It will be rescheduled at a later date.

Chris Rustom
Asst. Administrator
Sunshine Ordinance Task Force
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, CA 94102-4689
OFC: (415) 554-7724
FAX: (415) 554-7854
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11-12-08 EOT CANCELLED

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**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
AGENDA**

Thursday, December 11, 2008
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen (Chair), Kristin Chu, Doyle Johnson, Allyson Washburn, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of minutes of October 9, 2008 (action item) (attachment)
2. Evaluation of EOT Mission Statement approved Sept. 26, 2000, and current priorities (discussion, action) (attachments)
3. Work Plan for 2008-2009 (discussion and possible action) (no attachment)
4. Public comment for items not listed on the agenda (no attachment)
5. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment

Next regular meeting: Jan 8, 2009

3:00 pm PST
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2.	City responds	5 minutes
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3.	Matter is with the Task Force for discussion and questions.	
4.	Respondent and Complainant presents clarification/rebuttal	3 minutes
5.	Matter is with the Task Force for motion and deliberation.	
6.	Public comment <i>(Excluding Complainant & City response, witnesses)</i>	Up to 3 minutes each
7.	Vote by Task Force <i>(Public comment at discretion of chair on new motion and/or on new motion if vote fails.)</i>	

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Dec. 11, 2008 EOT meeting

SOTF [sotf@sfgov.org]

Sent: Wednesday, December 10, 2008 3:39 PM

The Education, Outreach and Training Committee meeting scheduled for December 11, 2008, is cancelled. The next meeting is scheduled for January 8, 2009.

Chris Rustom
Asst. Administrator
Sunshine Ordinance Task Force
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, CA 94102-4689
OFC: (415) 554-7724
FAX: (415) 554-7854
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4:00 pm - 2008
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**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
AGENDA**

Thursday, January 8, 2009
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen (Chair), Kristin Chu, Doyle Johnson, Allyson Washburn, Marjorie Williams

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Call to Order; Roll Call; Agenda Changes:

1. Adoption of minutes of October 9, 2008 (action item) (attachment)
2. Evaluation of EOT Mission Statement approved Sept. 26, 2000, and current priorities (discussion, action) (attachments)
3. Work Plan for 2008-2009 (discussion and possible action) (no attachment)
4. Public comment for items not listed on the agenda (no attachment)
5. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment

Next regularly scheduled meeting: February 12, 2009

1-12-09-3-17-2009

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SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

January 8, 2009

SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
MINUTES

Thursday, January 8, 2009

4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen (Chair), Kristin Chu, Doyle Johnson, Allyson Washburn, Marjorie Williams

Call to Order: The meeting was called to order at 4:00 P.M.

Roll Call: Present: Cauthen, Johnson, Chu, Washburn, Williams

Agenda Changes: None

Deputy City Attorney: Ernie Llorente

Clerk: Chris Rustom

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1. Adoption of minutes of October 9, 2008 (action item) (attachment)
Motion to adopt the minutes (Chu / Williams)
Public Comment: None
Ayes: Cauthen, Johnson, Chu, Washburn, Williams
2. Evaluation of EOT Mission Statement approved Sept. 26, 2000, and current priorities (discussion, action) (attachments)
Member Cauthen said she and Member Williams have been on this committee for a long time and when Prop G passed in 1999 each committee was made to do a Mission Statement and Work Plan which were included in today's packet.
DCA Llorente said knowledge of the Sunshine Ordinance is a must for department heads and commissioners but the weakness is that the staff who have to deal with the public on a daily basis is neglected.
Chair Cauthen said she would like to do outreach with the Police Department and other departments that come before the Task Force. Another way was to setup meetings with major organizations such as the League of Women Voters. She recalled that she and Member Williams had addressed a crowd on open government at the BayView Opera House.
Member Williams said her main interest was those in the neighborhood who don't know that they have the right to know what's going on, where and how their money was being spent and those that are afraid of City Hall. She also reiterated the need to teach line staff because department heads send their subordinates who don't know anything about Sunshine to plead their case before the Task Force.
Member Johnson wanted to know the logistics involved in doing outreach with neighborhood groups. Chair Cauthen said an example would be the way she and Williams once went to the Tennessee Grill to talk to a Sunset merchants group. The Coalition for SF Neighborhoods was one group on her list because there were about 40 smaller groups in it. Also of interest were the North Beach Neighbors Association and the monthly neighborhood meetings held by the Police Department.
Member Washburn said the Task Force would need partners such as the League of Women Voters to help spread the word. Other target groups, she said, would be the non-profits and the commissions, especially the Ethics Commission so that they would know what to do when the Task Force sent them a referral.
Member Johnson volunteered to talk to the Duboce Triangle members, Member Williams to those in the BayView, Chair Cauthen to the neighborhood groups and Member Washburn to the League of Women Voters, whose theme for next year was going to be good government.
DCA Llorente said there were people who have come before the Task Force and were disappointed because they did not know what the Task Force could do and couldn't do. He said the outreach should also include explaining the limitations of the Task Force because many

times people seek relief at the Task Force because their case before another body did not go their way.

On departments that are not covered by Sunshine, DCA Llorente said the Unified School District and the community college had adopted some of the Sunshine policies because the Task Force had to deal with some issues that arose several years ago.

Member Williams recalled that the face-to-face meetings with the community college officials were very fruitful because they learned about Sunshine and Task Force members also got to learn about issues at the college.

Chair Cauthen urged all present to revisit the monthly Administrator's Report and see if any particular department stood out enough to be placed on the committee's outreach list.

Member Chu said she also had a list and it would be distributed by email to committee members. She pointed out that there were going to be referrals from the Task Force to this committee regarding recent Orders of Determination.

DCA Llorente, after discussions with Chair Cauthen, agreed to create a draft Mission Statement.

Public Comment: Ray Hartz said the committee should send a letter to the head of a department that did not respond to a complaint and say that their actions had prevented the Task Force from completing its duties and that it was also unfair to the complainant who was in attendance, and in some cases did not get fair treatment. The letter would make the department head aware of the issue and their failure to follow the law, he added.

Chair Cauthen said it would be a good idea to have a list of Sunshine coordinators listed by department.

Member Williams said the committee's outreach program could use the services of the public such as that of Ray Hartz, who although not a member of the committee, attends all Sunshine meetings.

3. Work Plan for 2008-2009 (discussion and possible action) (no attachment)

Ray Hartz said when he was with the Neighborhood Board in Honolulu the committee had a reference system where the public could educate themselves on what is needed when approaching a particular department. He said the same could be done at Sunshine in the form of volunteers who could assist complainants because he had noticed that many of the complainants do not know the law.

Member Cauthen said the two-minute public comment session at the Board of Supervisors inaugural session was inappropriate and that it was an issue that the Task Force needs to look into. She also wanted to put the issue of redactions and changes to contracts and documents on the agenda of a future meeting.

4. Public comment for items not listed on the agenda (no attachment)

Public Comment: Ray Hartz said it would be unfair to the public if public comment was cut from three to two minutes. He also noted that the president of the Board of Supervisors could limit the public comment session to a total of 30 minutes.

5. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Member Chu said the committee needs to know what was going to be put on the next agenda. She also said she would like to set up a presentation package before starting outreach.

Member Washburn said the committee should look into collaborating with like-minded people in its outreach in order for the public to know what and what not to expect from the Task Force. Chair Cauthen said the perennial problem with complainants is that they do not know the scope and limitations of the Task Force.

Member Johnson wanted to know if there was a list of departments that the Task Force had diplomatically tried to contact and was ignored. Member Chu said such a list did not exist.

Chair Cauthen said if everybody at a public comment session was given three minutes, the length of the session, depending on the number of speakers, could go on and on. However, one minute at the recent MTA and tiger meetings were too short, she said.

Member Williams said the Task Force needs a liaison to show that the body is for open government.

Public Comment: Ray Hartz said he is working on a PowerPoint presentation of the Sunshine Ordinance and that it was a tool that the Task Force could use in its outreach.

Member Chu requested that the presentation be scheduled for the next meeting. Chair Cauthen agreed.

Adjournment The meeting was adjourned at 5:07 p.m.

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**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE**

AGENDA

Thursday, February 12, 2009
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen (Chair), Kristin Chu, Doyle Johnson, Allyson Washburn, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of minutes of January 8, 2009, regular meeting (action item) (attachment)
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3. Work Plan (discussion and action item)
 - Department, community outreach
 - Other: Order of Determination referrals, Administrator referrals, SFPD, public comment
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Next regularly scheduled meeting: March 12, 2009

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EDUCATION, OUTREACH AND TRAINING COMMITTEE
AGENDA**

Thursday, February 12, 2009
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7. Adjournment

Next regularly scheduled meeting: March 12, 2009

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SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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7.	Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.)	Up to 3 minutes each

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

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February 12, 2009 - cancelled notes

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NOTES

Informal Gathering

EDUCATION, OUTREACH AND TRAINING COMMITTEE

Date: Feb. 12, 2009

As there was not a quorum at the Education, Outreach and Training Committee, the members present noted agenda items and heard from a representative of the Police Department.

There was no roll call, minutes or action on any item. The gathering began at 4:15 p.m. and ended at 4:45 p.m. Present were Sue Cauthen and Allyson Washburn.

Lt. Daniel Mahoney of the San Francisco Police Department's Legal Division met with members of the Sunshine Ordinance Task Force's Education, Outreach and Training Committee on February 12, 2009, and answered questions presented by Chair Sue Cauthen, Member Allyson Washburn and DCA Ernie Llorente.

DCA Llorente said the Task Force learned during recent hearings on the 08056_Anonymous v Police Department case that the department did not have a point person to handle Sunshine requests and that led to a process that was not uniform.

Lt. Mahoney said the following to this and other questions:

- Sunshine requests should go to the Legal Division because it knows where certain documents are stored. The division can be reached at 553-1511
- The decision to have a point person would have to be made by the Chief if she wants to do it and would be whomever she recommends that person to be.
- Maureen Connealy is the current records request person even though her job title is legal secretary. There were plans to hire a new person but those plans disappeared because of the current budget crisis.
- Most Sunshine requests are voluminous Immediate Disclosure Requests that require an extension. A majority of the cases involve journalists working on stories and citizens looking for information for discovery or claim purposes.
- He joined the division in June of 2008 and until May of that year knew nothing about Sunshine. Police officers investigate, arrest and put people in jail. Only a select group of people in the department know about CPRA and Sunshine.
- Captains are now required to read the Ordinance and sign off on it.
- Through the assistance of the California Police Officers Association, he is creating a presentation for police officers on CPRA. From there he plans to use the Task Force's PowerPoint presentation and show San Francisco's specific Sunshine Ordinance requirements. The presentation in its initial stage will be aimed at the captain or a member of the captain's staff at the 10 stations, the public information officers, members of the records division and the Police Commission secretary.
- The committee is welcome to visit the legal division to discuss Sunshine issues.
- His current most pressing issue was compiling the Index of Records for the Department and the Police Commission.

Member Washburn said the push was to train staff who are in contact with the public on a daily basis. She also noted that the conversation with Lt. Mahoney indicates that both parties are about to start off on a very good relationship.

Chair Cauthen and Member Washburn thanked Lt. Mahoney for his update.



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**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
AGENDA**

Thursday, March 12, 2009
4:00 p.m., City Hall, Room 406

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Committee Members: Sue Cauthen (Chair), Doyle Johnson, Allyson Washburn,
Marjorie Williams

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Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

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3. Work Plan (discussion and action item)
 - Department, community outreach
 - Other: Order of Determination referrals, Administrator referrals, SFPD, public comment
 - Complainant counseling
 - Custodian of Records List
4. Presentation Package (PowerPoint/CAO/SOTF/Other) (discussion and action item) (attachment)
5. Next steps: Task Force referrals of SFPD postings of Index of Records
6. Public comment for items not listed on the agenda
7. Committee members' comments, questions, and requests for future agenda items (no attachment)
8. Adjournment

Next regularly scheduled meeting: April 9, 2009

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

March 12, 2009

SUNSHINE ORDINANCE TASK FORCE EDUCATION, OUTREACH AND TRAINING COMMITTEE MINUTES

Thursday, March 12, 2009
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen (Chair), Doyle Johnson, Allyson Washburn, Marjorie Ann Williams

Call to Order: The meeting was called to order at 4:00 P.M.

Roll Call: Present: Cauthen, Johnson, Washburn, Williams

Agenda Changes: None

Deputy City Attorney: Ernie Llorente

Clerk: Chris Rustom

1. Adoption of minutes of January 8, 2009, regular meeting and notes taken during informational gathering meeting on February 12, 2009

Motion to adopt the January 8, 2009, minutes (Johnson / Williams)

Public Comment: None

On the motion:

Ayes: Johnson, Washburn, Williams, Cauthen

Motion to accept notes taken February 12, 2009 (Johnson / Williams)

Ayes: Johnson, Washburn, Williams, Cauthen

2. Mission Statement

Chair Cauthen said the proposed Mission Statement was jointly produced with DCA Llorente's assistance. After further discussion, the committee agreed to add a sentence to item 1. The sentence was to say: (c) and describe the types of issues that fall within the purview of the Sunshine Ordinance Task Force.

Member Williams wanted to know how line staff were going to be educated. Chair Cauthen said departments would be asked if the committee should come and give a presentation.

In discussing item 6 on the proposed statement, Member Johnson said he knows a representative of YBR Promotions company, which has offered to print and distribute 5,000 fliers for approximately \$250. He said he was willing to pitch in \$20.00 to the awareness effort.

Chair Cauthen said the Clerk's Office has a brochure and asked for a sample. Members later discussed the brochure and the committee decided that Member Doyle and Member Washburn work on revising the language. Member Williams said the language should be plain, simple and easy for the public. Member Johnson suggested and the committee agreed to invite the YBR Promotions company representative to make a presentation at the April meeting.

Public Comment: None

Motion to present draft Mission Statement to Task Force. (Washburn / Johnson)

On the motion:

Ayes: Johnson, Washburn, Williams, Cauthen

Matter concerning outreach continued to April meeting. Without objection

3. Work Plan for 2008-2009

Chair Cauthen said she would ask to be placed on the Coalition of SF Neighborhoods' Executive Committee meeting agenda to make a PowerPoint presentation.

Member Washburn said the League of Women Voters has a presence in a lot of communities and is looking at how to help with the committee's outreach effort. She also said the League would benefit from the PowerPoint presentation because it had been a long time since Prop G was passed and also because new members need to know more about the ordinance.

Member Williams said the city and county is dotted with isolated groups and an EOTC outreach to all of them could bring them closer. She also said if various city departments could make presentations in the communities, so could Sunshine.

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Members also discussed writing short articles in neighborhood newspapers and asking for 15-minute time slots at neighborhood associations to make presentations and create public service ads.

Administrator to collect information on Bay Area newspapers and compile list of Custodians of Records.

4. Presentation Package
Chair Cauthen said the package should be adaptable to time allowances. Members then discussed frames from the PowerPoint presentation.

5. Next Steps: Task Force referrals of SFPD and SFPC postings of Index of Records.
DCA Llorente gave a briefing on the two complaints. Chair Cauthen said Lt. Mahoney came before the committee in February and said that the Index was being given top priority. Members suggested he be invited again to give a progress report in April.

6. Public comment for items not listed on the agenda
Public Comment: None

7. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)
Member Williams said she appreciated what DCA Llorente does for the Task Force and knows that he is on the side of the people. Chair Cauthen said the same kind of appreciation is felt from all those on her side of the dais..

Adjournment The meeting was adjourned at 5:00 p.m.

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**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE**

AGENDA

Thursday, April 9, 2009
4:00 p.m., City Hall, Room 406

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Committee Members: Sue Cauthen (Chair), Doyle Johnson, Allyson Washburn,
Marjorie Ann Williams

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Call to Order; Roll Call; Agenda Changes:

1. Adoption of minutes of March 12, 2009, regular meeting. (action item)
(attachment)
2. Update on Index of Records (discussion and action item) (attachment)
3. Referrals from Task Force (discussion and action item) (attachment)
 - Invited: SFPD and Arts Commission representatives
4. Brochure: revised language (discussion and action item) (attachment)
 - Invited: YBR Promotions representative
5. Outreach: Newspaper list (discussion and action item) (attachment)
6. Custodian of Records list (discussion and action item) (attachment)
7. Work Plan for 2009 (discussion and action item) (attachment)
8. Public comment on items not listed on the agenda
9. Committee members' comments, questions, and requests for future agenda items
(no attachment)
10. Adjournment

Next regularly scheduled meeting: May 14, 2009

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL,
ROOM 244

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4. Respondent and Complainant presents clarification/rebuttal	3 minutes
5. Matter is with the Task Force for motion and deliberation.	
6. Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
7. Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.)	

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

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April 9, 2009, cancelled, notes only

NOTES

Informal Gathering

EDUCATION, OUTREACH AND TRAINING COMMITTEE

Date: April 9, 2009

As there was no quorum at the Education, Outreach and Training Committee, Chair Sue Cauthen noted agenda items and heard from representatives of the Arts Commission and the Police Department. There was no roll call, minutes or action taken on any item. The gathering began at 4:15 p.m. and ended at 4:55 p.m. Member Doyle Johnson arrived at 4:20 p.m. No other members were present.

Sharon Page-Ritchie of the Arts Commission said her office has updated the Index of Records and was working on creating a link to it from the commission's website. She is to notify the administrator when it is done.

Lt. Daniel Mahoney of the San Francisco Police Department said he is waiting for a final count of all the records and for the latest record retention policy to be approved by the Police Commission. He said the original plan was to send everything to the City Administrator as a whole, but because it was taking a great deal of time he was waiting for DCA Molly Stump's approval to send the documents in batches and as they become available. He is going to use the Task Force's PowerPoint presentation during the California Police Officers Association's Public Records Act class at the academy later this month. Chair Cauthen asked if she could attend and was told that she would be welcome. The SFPD is also going to provide a link to the Index of Records from its website.

Member Johnson said YBR Promotions owner Brittney would like to make a presentation to the committee but was out of the country. She was invited to make the presentation during the May 14, 2009, meeting. Member Johnson said he was going to be out of town for the rest of the month but would work with Member Allyson Washburn on updating the green flier. Chair Cauthen named Member Johnson as chair of the brochure sub-committee and asked him to report back next month.

The administrator will get contact names from SF Neighborhood Newspapers Association and the 16 local newspapers.

The administrator will continue work on the Education, Outreach and Training Committee's media contact list.

The Education, Outreach and Training Committee workplan is to be included in the May agenda packet.

Discussed quorum issue: Options were: Make a quorum call 10 days before the meeting, voluntary resignation, or ask another member to join.

Quorum call was preferred.



SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
AGENDA

MAY 13 2009

Thursday, May 14, 2009
4:00 p.m., City Hall, Room 406

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Committee Members: Sue Cauthen (Chair), Doyle Johnson, Allyson Washburn,
Marjorie Ann Williams, Hanley Chan

05-13-09P02:19 RCV'D

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of minutes of March 12, 2009, regular meeting and acceptance of notes taken during April 9, 2009, information gathering session. (action item)
(attachments)
2. 09015 Hearing on the status of the April 28, 2009, Order of Determination of Raymond Banks against the SF HIV Health Services Planning Council (discussion and possible action item) (attachment)
3. 09013 Hearing on the status of the April 28, 2009, Order of Determination of Steve Lawrence against the SFPUC (discussion and possible action item) (attachment)
4. 09017 Hearing on the status of the April 28, 2009, Order of Determination of Save Our Richmond Environment against the SFPUC (discussion and possible action item) (attachment)
5. Presentations: (discussion and action item)
 - Coalition for SF Neighborhoods May 19, 2009 (discussion and action item)
 - Other (attachment)
6. Brochure: revised language (discussion and action item) (attachment)
 - Invited: YBR Promotions representative
7. Use of vendors or third parties to respond to public record requests (discussion and action item) (no attachment)
 - Brian Smith, Planning Department

8. Appointment requirement for Planning Department records in North Beach Library EIR (discussion and action item)
9. Outreach: Newspaper list (discussion and action item) (attachment)
10. Work Plan for 2009 (discussion and action item) (attachment)
11. Public comment on items not listed on the agenda
12. Committee members' comments, questions, and requests for future agenda items (no attachment)
13. Adjournment

Next regularly scheduled meeting: June 11, 200

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL,
ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant present facts and evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
	<i>(Above total speaking times for Complainant and City to be the same.)</i>	
3.	Matter is with the Task Force for discussion and questions.	
4.	Respondent and Complainant presents clarification/rebuttal	3 minutes
5.	Matter is with the Task Force for motion and deliberation.	
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7.	Vote by Task Force (<i>Public comment at discretion of chair on new motion and/or on new motion if vote fails.</i>)	

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**Sunshine Ordinance Task Force - Education Outreach and Training Committee****May 14, 2009**

SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
MINUTES

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Thursday, May 14, 2009

4:00 p.m., City Hall, Room 406

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Committee Members: Sue Cauthen (Chair), Hanley Chan, Doyle Johnson, Allyson Washburn, Marjorie Ann Williams

Call to Order: The meeting was called to order at 4:00 P.M. in Room 408 and moved to Room 406 at 5:07 P. M. Meeting readjourned at 5:12 P.M.

Roll Call: Present: Cauthen, Chan, Johnson, Washburn, Williams

Agenda Changes: None

Deputy City Attorney: Ernie Llorente

Clerk: Chris Rustom

1. Adoption of minutes of March 12, 2009, regular meeting and acceptance of notes taken during April 9, 2009, information-gathering session.
Motion to adopt the of March 12, 2009, regular meeting and acceptance of notes taken during April 9, 2009, information-gathering session
Public Comment: None
On the motion:
Ayes: Chan, Johnson, Washburn, Williams, Cauthen
2. 09015 Hearing on the status of the April 28, 2009, Order of Determination of Raymond Banks against the SF HIV Health Services Planning Council
Chair Cauthen said she and respondent TJ Lee are planning a training session for HIV Health Services Planning Council members.
Complainant Raymond Banks stated that the request for information and access to information is systemic. He then read aloud from three documents he had submitted earlier. He also said he was looking forward to attending the Sunshine training.
Public Comment: None
After further discussion Chair Cauthen said that the committee would monitor what Mr. Banks received after the Sunshine training.
- 3 09013 Hearing on the status of the April 28, 2009, Order of Determination of Steve Lawrence against the SFPUC.
Complainant Steve Lawrence was not present.
Respondent Joseph Singh of the PUC Communications Division passed out four documents outlining how the department responds to Sunshine requests and explained the new procedure.
Member Washburn said she wanted to read the documents before making suggestions, if need be.
Chair Cauthen continued the item for one month to give members time to digest the information and to have an idea of the new plan's efficacy.
The chair also advised the respondent to consult with Commission Secretary Mike Housh, who is very familiar with Sunshine requirements.
Chair Cauthen said the requirements for this item also apply to the next item on the agenda.
4. 09017 Hearing on the status of the April 28, 2009, Order of Determination of Save Our Richmond Environment against the SFPUC
See item 3, last paragraph.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force



**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
AGENDA**

Thursday, June 11, 2009
4:00 p.m., City Hall, Room 406

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Committee Members: Sue Cauthen (Chair), Doyle Johnson, Allyson Washburn,
Marjorie Ann Williams, Hanley Chan

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Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of minutes of May 14, 2009, regular meeting (action item) (attachments)
2. 09015 Hearing on the status of the May 26, 2009, Order of Determination of Raymond Banks against the SF HIV Health Services Planning Council (discussion and possible action item) (attachment)
3. Presentations: (discussion and action item)
 - Coalition for SF Neighborhoods (June 22, 2009) and Shanti (August 18, 2009)
4. Brochure: revised language (discussion and action item) (attachment)
5. Use of vendors or third parties to respond to public record requests (discussion and action item) (no attachment)
 - Brian Smith, Planning Department
6. Planning Department "appointment" requirement (discussion and action item)
7. Public comment on items not listed on the agenda
8. Committee members' comments, questions, and requests for future agenda items (no attachment)
9. Adjournment

Next regularly scheduled meeting: July 9, 2009

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL,
ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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6.	Public comment <i>(Excluding Complainant & City response, witnesses)</i>	Up to 3 minutes each
7.	Vote by Task Force <i>(Public comment at discretion of chair on new motion and/or on new motion if vote fails.)</i>	

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

June 11, 2009

SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE

MINUTES

Thursday, June 11, 2009

4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen (Chair), Hanley Chan, Doyle Johnson, Allyson Washburn, Marjorie Ann Williams

Call to Order: The meeting was called to order at 4:00 p.m.

Roll Call: Present: Cauthen, Chan, Johnson

Excused: Williams, Washburn

Agenda Changes: Item 7 heard before Item 4

Deputy City Attorney: Ernie Llorente

Clerk: Chris Rustom

1. Adoption of minutes of May 14, 2009, regular meeting
Motion to adopt the May 14, 2009, meeting minutes (Johnson / Chan)
Public Comment: None
On the motion:
Ayes: Chan, Johnson, Cauthen
Excused: Washburn, Williams
2. 09015 Hearing on the status of the May 26, 2009, Order of Determination of Raymond Banks against the SF HIV Health Services Planning Council
Mark Molnar, Interim Director of Planning Council Support, said one of three documents had been updated and presented a copy of the April 13, 2009, previous version and the updated version. Work on the second was underway, he said. The third met the requirements set out by the committee, he said.
3. Presentations
 - Coalition for SF Neighborhoods (August 18, 2009)
 - Shanti (June 22, 2009)Members divided the workload among themselves asked for 40 printouts of the PowerPoint presentation and 40 copies of the updated blue brochure.
4. Brochure: revised language (discussion and action item) (attachment)
Members worked on the document and made additional changes.
5. Use of vendors or third parties to respond to public record requests
 - Brian Smith, Planning DepartmentMr. Brian Smith, director of IT for the Planning Department, wanted to know the number of pdfs that a department is allowed to provide to a requestor on days when the department receives numerous requests.

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Members discussed the issue with the presenter and DCA Llorente, and decided to send the matter to the Task Force.

Public Comment: Ray Hartz said Section 67.22 (c) addresses the issue. Therefore, the number of pages is not important.

6. Planning Department appointment requirement (discussion and action item)

Mr. Brian, director of IT for the Planning Department, said it would be best to contact Elaine Forbes at the Planning Department.

Public Comment: None

7. Public comment for items not listed on the agenda

Public Comment: Ray Hartz said he would like the Education, Outreach and Training Committee to send the #08056 Ray Hartz v Police Department Order of Determination and the #09008 Ray Hartz v Police Commission Order of Determination to the Compliance and Amendments Committee so that action can be taken.

Members discussed the issue and a motion was made.

Motion to request Lt. Daniel Mahoney to appear before the committee at its next meeting. (Chan / Cauthen)

On the motion:

Ayes: Chan

Mr Hartz disrupts the roll call

DCA Llorente suggests that the committee forward the case to the Task Force.

Motion to send cases to the Task Force (Johnson / Chan)

On the motion:

Ayes: Chan, Johnson, Cauthen

Excused: Washburn, Williams

8. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Member Johnson said Mrs. Tillman from YBR Printing has said that she spoke to a certain Marcos for sponsorship and printing. However, he said he would like to see the full Task Force's response to this approach and DCA Llorente's advice.

DCA Llorente suggested bringing the matter before the full Task Force because of the objects, limitations and contractual agreements that would involve the city.

Chair Cauthen said Ann Grogan, who took part in the last committee meeting, has contacted the Glen Park Association which has shown interest in a Sunshine presentation.

Include PUC documents provided by Mr. Singh in next month's package.

Adjournment The meeting was adjourned at 5:45 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force



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1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
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<http://www.sfgov.org/sunshine/>

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**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
AGENDA**

Thursday, July 9, 2009
4:00 p.m., City Hall, Room 406

JUL - 7 2009

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Committee Members: Sue Cauthen (Chair), Doyle Johnson, Allyson Washburn,
Marjorie Ann Williams, Hanley Chan

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Call to Order; Roll Call; Agenda Changes:

1. Adoption of minutes of June 11, 2009, regular meeting (action item) (attachment) (5 min)
2. #09027_Alvin Xex v Office of Economic and Workforce Development. (action item) (attachment) (10 min)
3. Brochure: Final language (action item) (attachment) (10 min)
4. Outreach for Sunshine presentations (discussion) (10 min)
 - Glen Park Association., SFPD community meetings, Council of Neighborhood Merchants, League of Women Voters
5. Planning Department "appointment" requirement (discussion/action) (10 min)
6. SFPUC's Sunshine procedures (discussion/action) (attachment) (10 min)
7. Update: YBR printing issues (10 min)
8. Public comment on items not listed on the agenda
9. Committee members' comments, questions, and requests for future agenda items (no attachment)
10. Adjournment

Next regularly scheduled meeting: August 13, 2009

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

July 9, 2009

SUNSHINE ORDINANCE TASK FORCE EDUCATION, OUTREACH AND TRAINING COMMITTEE DRAFT MINUTES

Thursday, July 9, 2009

4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen (Chair), Hanley Chan, Doyle Johnson, Allyson Washburn, Marjorie Ann Williams

Call to Order: The meeting was called to order at 4:00 p.m. There was no quorum. An information-gathering session ensued till 4:10 p.m. when quorum was reached.

Roll Call: Present: Cauthen, Chan (in at 4:10 p.m.), Johnson

Excused: Williams, Washburn

Agenda Changes: None

Deputy City Attorney: Ernie Llorente

Clerk: Chris Rustom

1. Adoption of minutes of June 11, 2009, regular meeting.
Motion to adopt the June 11, 2009, meeting minutes (Johnson / Chan)
Public Comment: None
On the motion:
Ayes: Chan, Johnson, Cauthen
Excused: Washburn, Williams
2. 09027 Status on the Order of Determination regarding #09027_Alvin Xex v Office of Economic and Workforce Development.
Complainant Alvin Xex said he has received the document and is using it as a base to seek additional documents from the office.
Respondent Kristina Palone said the office has provided Mr Xex with a response through the Sunshine Ordinance Task Force office. She said the office has also requested a Sunshine Ordinance training session to be held during a staff meeting session in August or September at 50 Van Ness.
Ms Palone also said the office is working on Mr Xex's second request and has until the July 17 to respond.
Public Comment: None
No further action needed.
- 3 Brochure: Final language
Final touches were made to the document.
Chair Cauthen wanted Mr. Rustom to contact New America Media to see if they could find someone to translate the document into Chinese and Spanish.
Motion to adopt the brochure (Johnson / Chan)
Public Comment: None
On the motion:
Ayes: Chan, Johnson, Cauthen
Excused: Washburn, Williams

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4. Outreach for Sunshine presentations.
DCA Llorente said the administrator, rather than the chair, should be making the initial outreach so that doubt is not cast on the process.

Members discussed the topic and later instructed Mr Rustom to provide at the next meeting contact information for

- Glen Park Association
- SFPD community meetings
- Council of District Merchants

Chair Cauthen said she would get the contact info for the League of Women Voters through Member Chu and Member Washbun, who are also League members.

Public Comment: None

5. Planning Department "appointment" requirement.
Planner Michael Jacinto, who is responsible for the North Beach Library EIR, could not attend because of a prior appointment. His supervisor Lisa Gibson also could not attend because of being given a short notice. She said a response would be provided through Commission Secretary Linda Avery.

DCA Llorente said rather than using "appointment," members of the public seeking information about a particular site should be told that the information could be held by the planner who could be in the field. In order to make the most efficient use of a requestor's time, let the department know when the requestor is coming in so that the department could arrange for the planner to be available to provide the requestor with the information.

Chair Cauthen instructed Mr. Rustom to invite Ms. Avery or a person in the department who is most knowledgeable on the issue to the next meeting to further discuss the issue.

Public Comment: None

6. SFPUC's Sunshine procedures.
Chair Cauthen said the document was provided by Mr. Joseph Singh of the PUC's Communications Division, during the May hearing on the status of the #09013_Steve Lawrence v SFPUC Order of Determination.

She recalled that Member Washburn wanted to study the document and since Member Washburn was not present she continued the matter to the next meeting.

Chair Cauthen then went forward with making corrections to the document.

The changes include

Para 1
Immediate Disclosure Request rather than For Immediate Response.

Para 3
We are not obligated under the SO to

1. answer a question or a series of questions if it takes longer than 15 minutes to do so.
2. create a document

Para 5
Yes, notes that you keep in order to help fulfill the request may be destroyed once the request has been completed. However, they must be kept if made in the normal course of business and may be considered at a future Task Force hearing.

Para 6
This requirement is not mentioned in the Sunshine Ordinance but a department can develop written rules. This SFPUC has determined that they will notify the requestor when the items are available ...and the file closed.

Para 10
What is redaction? Redaction is a process for deleting part of a document prior to its release to the public. When redacting, justification for removal of information must be provided.

Documents most commonly needing redaction include project plans, contracts, certain personnel information and certain financial information. If you are unsure, please check with Tony, Diane or Suzanne for clarification.

Para 13
The requestor should notify you in advance when they are coming in to review materials. However, they are not required to make an appointment.

Para 14.
Current Good Government Guide
Replace "office of the City Attorney" with "Sunshine Ordinance Task Force."
On Talking Points
Replace V (c) with "A requestor may remain anonymous."
Public Comment: None

The matter was continued to the next meeting. Members were told to bring their suggested changes..

7. Update: YBR promotion issues

At Member Johnson's request, the matter was continued to the September meeting

Public Comment: None

8. Members' comments, questions, and requests for future agenda items.

Chair Cauthen said at her request, Task Force chair Rick Knee has agreed to maintain her position as chair of the Education, Outreach and Training Committee. She also would be contacting Chair Knee to reduce the membership to three to avoid the quorum issue. Member Chan and Member Johnson expressed their wish to stay on.

Members also discussed holding a get-together as part of promoting the Ordinance. Chair Cauthen said she would mention it to Task Force Chair Knee.

Public Comment: None

Adjournment The meeting was adjourned at 5:42 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force

Sunshine Ordinance Task Force



City Hall

1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

<http://www.sfgov.org/sunshine/>

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
AGENDA**

Thursday, August 13, 2009
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen (Chair), Doyle Johnson, Marjorie Ann Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of July 9, 2009, regular meeting minutes (action item) (attachment) (5 min)
2. Brochure: Referral from Task Force (action item) (attachment) (10 min)
3. Outreach for Sunshine presentations (discussion) (10 min)
 - Glen Park Association., SFPD community meetings, Council of District Merchants Associations, Office of Economic and Workforce Development, League of Women Voters
4. Planning Department "appointment" requirement (discussion/action) (attachment)(10 min)
5. SFPUC's Sunshine procedures (discussion/action) (attachment) (10 min)
6. Update: YBR printing issues (10 min)
7. Public comment on items not listed on the agenda
8. Committee members' comments, questions, and requests for future agenda items (no attachment)
9. Adjournment

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Next regularly scheduled meeting: Sept. 10, 2009

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ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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1.	Complainant presents his/her facts and evidence Other parties of Complainant present facts and evidence	5 minutes Up to 3 minutes each
2.	City responds Other parties of City respond	5 minutes Up to 3 minutes each
	<i>(Above total speaking times for Complainant and City to be the same.)</i>	
3.	Matter is with the Task Force for discussion and questions.	
4.	Respondent and Complainant presents clarification/rebuttal	3 minutes
5.	Matter is with the Task Force for motion and deliberation.	
6.	Public comment <i>(Excluding Complainant & City response, witnesses)</i>	Up to 3 minutes each
7.	Vote by Task Force <i>(Public comment at discretion of chair on new motion and/or on new motion if vote fails.)</i>	

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

August 13, 2009

SUNSHINE ORDINANCE TASK FORCE EDUCATION, OUTREACH AND TRAINING COMMITTEE MINUTES

Thursday, August 13, 2009

4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen (Chair), Doyle Johnson, Marjorie Ann Williams

Call to Order: 4:00 p.m.

Roll Call: Present: Cauthen, Johnson
Excused: Williams

Agenda Changes: None

Deputy City Attorney: Ernie Llorente (excused)

Clerk: Chris Ruston

1. Adoption of July 9, 2009, regular meeting minutes

Motion to adopt July 9, 2009, regular meeting minutes (Johnson / Cauthen)

Public Comment: None

On the motion:
Ayes: Johnson, Cauthen
Excused: Williams

2. Brochure: Referral from Task Force

The committee made more changes and sent it back to the Task Force for approval. Changes include insertion of code sections and explanatory language.

Public Comment: None

3 Outreach for Sunshine presentations

· Glen Park Association, SFPD community meetings, Council of District Merchants Associations, Office of Economic and Workforce Development, League of Women Voters

Chair Cauthen said:

- Outreach to Coalition for SF Neighborhoods on hold.
- Possibility of Sunshine presentation at Library CAC meeting on August 19 at 6 p.m. in City Hall Room 278 or at a future date.
- Arranging date with Christina Palone for presentation at Office of Economic and Workforce Development's monthly meeting in September.
- Write outreach memo to SFPD captains.
- Write outreach memo to Council of District Merchants Associations.
- Following up with Glen Park president.
- Call Mary Anderson of the League of Women Voters.

Public Comment: None

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4. Planning Department "appointment" requirement

Chair Caughen noted that the Planning Department has eliminated its requirement that the public make an appointment to review public records. The new stance is outlined in a letter from Commission Secretary Linda Avery.

Public Comment: None

5. SFPUC's Sunshine procedures

Public Comment: None

Continued to next month

6. Update: YBR printing issues

Member Johnson said he will pay \$160 for 5,000 flyers that will have key Sunshine Ordinance points in English on one side and Spanish on the other. The flyer can be distributed at public functions.

Chair Caughen wants flyer to be placed on the next meeting agenda so committee can review the draft document.

Public Comment: None

7. Public comment on items not listed on the agenda: None

8. Committee members' comments, questions, and requests for future agenda items (no attachment)

Chair Caughen suggested placing newspaper outreach on next agenda.

Public Comment: None

Adjournment

The meeting was adjourned at 5:10 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force



**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
AGENDA**

Thursday, September 10, 2009
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen (Chair), Doyle Johnson, Marjorie Ann Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of August 13, 2009, meeting minutes (action item) (attachment) (5 min)
2. Hearing on the status of the July 28, 2009, Order of Determination of Sue Cauthen against the Public Library. (discussion/action) (attachment) (10 min)
3. Hearing on the status of the July 28, 2009, Order of Determination of Ann Grogan against the Police Commission. (discussion/action) (attachment) (10 min)
4. Hearing on the status of the July 28, 2009, Order of Determination of Bridgid against the Police Department. (discussion/action) (attachment) (10 min)
5. Complaints about the one-minute allowed for public comment at the Board of Appeals hearing on the demolition of the Ortega library branch (10 min)
6. Outreach for Sunshine presentations (discussion) (attachments)(10 min)
 - Office of Economic and Workforce Development (assignment)
 - Police community relations meetings
 - League of Women Voters
 - Council of District Merchants
 - Glen Park Association
7. SFPUC's Sunshine procedures (discussion/action) (attachment) (10 min)
8. Update: YBR printing issues (10 min)
9. Pitch newspaper editors
10. Public comment on items not listed on the agenda

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11. Committee members' comments, questions, and requests for future agenda items
(no attachment)
12. Adjournment

Next regularly scheduled meeting: Oct. 8, 2009

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL,
ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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<i>(Above total speaking times for Complainant and City to be the same.)</i>		
3.	Matter is with the Task Force for discussion and questions.	
4.	Respondent and Complainant presents clarification/rebuttal	3 minutes
5.	Matter is with the Task Force for motion and deliberation.	
6.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
7.	<i>Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.)</i>	

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

September 10, 2009

SUNSHINE ORDINANCE TASK FORCE EDUCATION, OUTREACH AND TRAINING COMMITTEE MINUTES

Thursday, September 10, 2009

4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen (Chair), Doyle Johnson, Marjorie Ann Williams

Call to Order: 4:00 p.m.

Roll Call: Present: Cauthen, Johnson, Williams

Agenda Changes: None

Deputy City Attorney: Jerry Threet

Clerk: Chris Rustom

1. Adoption of August 13, 2009, regular meeting minutes

Motion to adopt August 13, 2009, regular meeting minutes (Johnson / Williams)

Public Comment: None

On the motion:

Ayes: Johnson, Williams, Cauthen

2. 09033 Hearing on the status of the July 28, 2009, Order of Determination of Sue Cauthen against the Public Library.

The respondent was not present. Complainant Sue Cauthen said she was very disappointed that the Library was not represented. She noted that the Library also was not represented at the Task Force hearing. She presented a copy of the transcript that she offered at the Task Force hearing that indicated that she was prevented from making public comment on an issue that was not on the Library agenda. She urged the committee to make a finding that the Library take steps to avoid similar situations in the future and that the chair of the commission conduct herself in a manner befitting an official and to show respect to the public.

Motion to find violation of Sec. 67.15 and Sec. 67.34 and to refer the matter to the Compliance and Amendments Committee. (Johnson / Williams)

Public Comment: None

On the motion:

Ayes: Johnson, Williams

Recused: Cauthen

3 09030 Hearing on the status of the July 28, 2009, Order of Determination of Ann Grogan against the Police Commission.

Complainant Ann Grogan said she has not received any communication from anybody about the Steering Committee's meetings on Patrol Specials. It was her understanding that a study was to be released six months from the start of the study in March. She said she sought information from Commissioner Sparks, Commander Tong and the Boston Research director but has received nothing in reply. She wanted to know if Lt. Reilly could confirm if there haven't been any meetings and that no meeting is scheduled for this month and when the next

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meeting would be.

Respondent Lt. Joe Reilly, Secretary of the Police Commission, said he has advised Commissioner Sparks and Commissioner Mazzucco on the Task Force's Order of Determination and had asked to be notified when the next meeting date was set. He also said Commissioner Sparks has since retired. He added that he will comply with the Order of Determination when he is notified of the meeting date.

Chair Cauthen asked Lt. Reilly to provide Ms. Grogan with a copy of the email he sent to Commissioner Sparks and Commissioner Zucco, informing them of the Order of Determination. Lt. Reilly said he would.

Member Williams urged Lt Reilly to ask Commissioner Zucco personally as to when the next meeting would be held.

Chair Cauthen asked Lt Reilly to pass on the same information to the Task Force administrator.

Motion to continue matter to the October 8 regular meeting (Williams / Johnson)

On the motion:

Ayes: Johnson, Williams, Cauthen

4 09036 Hearing on the status of the July 28, 2009, Order of Determination of Bridgid against the Police Department.

The clerk informed the committee that Ms. Bridgid had called earlier in the day to say that she had not received the report and was also unable to attend the meeting.

Respondent Lt. Daniel Mahoney, head of the Legal Division of the San Francisco Police Department, said he was surprised that Ms. Bridgid had not received the report because on the day of the hearing he gave her his contact information and that Ms. Bridgid had emailed him her contact information the next morning and by noon he had the report in the mail.

Member Johnson suggested Lt Mahoney email the report to the clerk who could then forward the document to Ms. Bridgid. Lt Mahoney agreed.

Lt. Mahoney then introduced Cheryl Coleman, Manager of Records Management, who is knowledgeable with the California Public Records Act and is in the process of training her staff so that similar issues do not arise again in the future. Lt. Mahoney said one of the issues the department has is transition or temporary employees. It is with this group where items tend to fall through the cracks but they are doing their best, he said.

Matter concluded.

5 Complaints about the one-minute allowed for public comment at the Board of Appeals hearing on the demolition of the Ortega library branch.

Chair Cauthen said she put this issue on the agenda because a recent Board of Appeal hearing on the demolition of the Ortega library branch attracted a large audience. The supporters and opponents were given only one minute each to make their views known, she said. She recalled that the Task Force had recently informed the Municipal Transportation Agency that they need too to provide more time for public comment because one minute was not enough.

Motion to request Task Force Chair Rick Knee inform the Board of Appeals that one minute of public comment is an insufficient amount of time to be able to make a proper presentation and that two minutes should be the minimum. (Johnson / Williams)

On the motion:

Ayes: Johnson, Williams, Cauthen

6 Outreach for Sunshine presentations.
- Office of Economic and Workforce Development
Members discussed parts of the Ordinance that each would present at the September 16 session to be held at 50 Van Ness at 3:30 p.m.

- Police community relations meetings

Chair Cauthen to contact Central Station Capt. James Dudley.

Member Williams to contact Ingleside Station Dennis O'Leary.

Member Johnson to contact Mission Station Capt. Stephen Tacchini.

- League of Women Voters

Chair Cauthen to make contact.

- Council of District Merchants

List needed. Chair Cauthen to contact Jim Maxwell of the Marina District.

- Glen Park Association

Chair Cauthen to follow up on contact made through Ann Grogan.

7. SFPUC's Sunshine procedures

Continued to next month.

8. Update: YBR printing issues (10 min)

Member Johnson produced a sample of the 5,000 fliers that are going to cost him \$149.00. The Ordinance is explained on one side in English and in Spanish on the reverse side. The document lacked the seal of the City and County of San Francisco because permission has yet to be granted. DCA Threet said he would look into the issue and report back.

9. Pitching newspaper editors

Chair Cauthen to contact editors at Central City Extra and Westside Observer.
Member Williams to contact editors at SF Bay View, VisValley Grapevine and Sun Reporter.
Member Johnson to contact editors at Castro Courier, Haight-Ashbury Beat, Richmond Review and Sunset Beacon.

10. Public comment on items not listed on the agenda: None

11. Committee members' comments, questions, and requests for future agenda items (no attachment)

Adjournment The meeting was adjourned at 5:10 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force



**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
AGENDA**

Thursday, October 8, 2009
4:00 p.m., City Hall, Room 406

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Committee Members: Sue Cauthen (Chair), Doyle Johnson, Marjorie Ann Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

10-07-09 11:18 P.M.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of September 10, 2009, meeting minutes (action item) (attachment) (5 min)
2. 09030 Hearing on the status of the July 28, 2009, Order of Determination of Ann Grogan against the Police Commission. (discussion/action) (attachment) (10 min)
3. 09052 Hearing on the status of the September 22, 2009, Order of Determination of Charles Pitts against the Shelter Monitoring Committee. (discussion/action) (attachment) (10 min)
4. Planning Department, Public Library, Department of Public Works and Sunshine compliance (discussion) (10 min)
5. Department head calendars: How to assure v compliance (discussion) (10 min)
6. Outreach for Sunshine presentations (discussion) (attachments)(10 min)
 - Education, Outreach and Training Committee performance guidelines
 - Police community relations meetings
 - League of Women Voters
 - Council of District Merchants
 - Glen Park Association
7. SFPUC's Sunshine procedures (discussion/action) (attachment) (10 min)
8. Update: YBR printing issues (10 min)
9. Results of contact with neighborhood newspaper editors

Chair Cauthen: Central City Extra and Westside Observer.
Member Williams: SF Bay View, VisValley Grapevine and Sun Reporter.
Member Johnson: Castro Courier, Haight-Ashbury Beat, Richmond Review and
Sunset Beacon.

10. Public comment for items not listed on the agenda (no attachment)
11. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment

Next regularly scheduled meeting: November 12, 200

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant present facts and evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
	<i>(Above total speaking times for Complainant and City to be the same.)</i>	
3.	Matter is with the Task Force for discussion and questions.	
4.	Respondent and Complainant presents clarification/rebuttal	3 minutes
5.	Matter is with the Task Force for motion and deliberation.	
6.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
7.	Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.)	

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

October 8, 2009

SUNSHINE ORDINANCE TASK FORCE EDUCATION, OUTREACH AND TRAINING COMMITTEE MINUTES

Thursday, October 8, 2009
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen (Chair), Doyle Johnson, Marjorie Ann Williams

Call to Order: 4:00 p.m.

Roll Call: Present: Cauthen, Johnson

Excused: Williams

Agenda Changes: None

Deputy City Attorney: Frank Brass

Clerk: Chris Rustom

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1. Adoption of September 10, 2009, regular meeting minutes.
Motion to adopt September 10, 2009, regular meeting minutes (Johnson / Cauthen)
Public Comment: None
On the motion:
Ayes: Johnson, Cauthen
Excused: Williams
2. 09030 Hearing on the status of the July 28, 2009, Order of Determination of Ann Grogan against the Police Commission.
Complainant Ann Grogan was not present. Respondent Lt. Joe Reilly was also not present but had submitted a letter saying he was not able to attend because he was out of town. Chair directed clerk to forward respondent's email to the complainant.
Continued to the next regular monthly meeting.
3. 09052 Hearing on the status of the September 22, 2009, Order of Determination of Charles Pitts against the Shelter Monitoring Committee.
Complainant Charles Pitts said he has not seen the main perpetrator of the violation since he filed the complaint but is under the impression that he is still working for the City and County of San Francisco and is not being held accountable for his actions. He also said many members of the Shelter Monitoring Committee have not taken the Sunshine training.
Respondent Bernice Casey, a policy analyst for the Shelter, said she has taken several steps, including encouraging committee members to meet the Sunshine training requirements, advising them of the right of the public to speak at public meetings, requesting training from the Task Force's Education, Outreach and Training Committee, and rewriting language used in the agenda. She said emphasis is being placed on training because the violation occurred

because of a lack of it. The Committee agreed to make a presentation Dec 12, 2009, at 10 a.m. in Rm. 421 at City Hall.

In rebuttal, Mr. Pitts said the committee members certainly need the training because the Sunshine Ordinance has other aspects besides the right of members of the public to speak at meetings. He also wanted the Shelter Monitoring Committee to inform former Chair Quintin Mecke about his violation because he could make the same mistake again as he is still involved in city politics.

Ms. Casey said Mr. Pitts was welcome to attend the EOTC training meeting, that she was familiar with the Ordinance because she previously was the committee's secretary and that Mr. Mecke is now a private citizen and she does not know his whereabouts.

After further discussion, Chair Cauthen said no further action was required.

4 Planning Department, Public Library, Department of Public Works and Sunshine compliance

Chair Cauthen said she and many other have submitted Immediate Disclosure Requests to the said departments and have found that the respondents were not aware of the Ordinance's requirements. She wanted to know what could be done to make departments aware of their responsibilities. She asked if she should she recuse herself.

DCA Brass said the departments' response could be best used as a vehicle but full disclosure was needed and that it would be best left to the department to determine if they need Sunshine training. However, he said, the committee could offer a refresher course.

5 Department head calendars: How to assure compliance

Chair Cauthen said the City Librarian sometimes has a lot scheduled on his calendar but never provides information about who he meets after he cancels one or more appointments.

6 Outreach for Sunshine presentations.

Chair Cauthen suggested members spend more time responding to questions rather than telling departments what the Ordinance says. She also said the presentations should be based around the Order of Determination if it involves a department that the Task Force had found to be in violation.

Member Johnson said he took a similar approach during the last presentation and suggested taking along a copy of the complaint and the Order of Determination.

On other Outreach issues, Chair Cauthen said she was scheduled to make certain contacts but was unable to do so.

Member Johnson said he was also unable to make certain contacts because he was out of state, at a funeral and had some medical issues

Matter continued to next regularly scheduled meeting.

7. SFPUC's Sunshine procedures

Chair Cauthen suggested finalizing the changes that has been made and sending the document back to the department. Member Doyle agreed.

8. Update: YBR printing issues

Member Johnson said the font size has been increased. He is awaiting the approval for the use of the seal of the City & County of San Francisco.

DCA Brass said DCA Jerry Threet's opinion was that approval would be granted because of the low number of copies and the low cost involved.

Member Johnson also added that YBR would be distributing the flyer at City events free of charge and until the stock of 5,000 is exhausted.

Matter moved to full Task Force.

9. Results of contact with neighborhood newspaper editors

Matter continued to next regularly scheduled meeting.

10. Public comment on items not listed on the agenda: None

11. Committee members' comments, questions, and requests for future agenda items (no attachment)

Adjournment

The meeting was adjourned at 4:55 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force



SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
AGENDA

NOV 13 2009

Thursday, November 12, 2009
4:00 p.m., City Hall, Room 406

SAN FRANCISCO
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Committee Members: Sue Cauthen (Chair), Doyle Johnson, Marjorie Ann Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of October 8, 2009, meeting minutes (action item) (attachment) (5 min)
2. 09030 Hearing on the status of the July 28, 2009, Order of Determination of Ann Grogan against the Police Commission. (discussion/action) (attachment) (10 min)
3. Presentation to Shelter Monitoring Committee on Dec 12, 2009, at 10:00 a.m. in Rm. 421 at City Hall. Assignments. (discussion/action) (10 min)
4. 10-day and 14-day extensions and timely Sunshine responses. Planning Department, Public Library, Department of Public Works and Sunshine compliance (discussion) (10 min)
5. Department head calendars: How to assure compliance with Sec. 67.29-5. (discussion) (10 min)
6. Outreach for Sunshine presentations (discussion) (10 min)
 - Police community relations meetings
 - League of Women Voters
 - Council of District Merchants
 - Glen Park Association
7. Status of SFPUC's Sunshine procedures (discussion/action) (10 min)
8. Results of contact with neighborhood newspaper editors (no attachment)

Assignments:

Chair Cauthen: Central City Extra and Westside Observer.
Member Williams: SF Bay View, VisValley Grapevine and Sun Reporter.
Member Johnson: Castro Courier, Haight-Ashbury Beat, Richmond Review and
Sunset Beacon.

9. Public comment for items not listed on the agenda (no attachment)
10. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment

Next regularly scheduled meeting: Dec 10, 2009

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations. Any person speaking during a public comment period may supply a brief written summary of their comments, which shall, if no more than 150 words, be included in the minutes. (Section 67.16)

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1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant present facts and evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
<i>(Above total speaking times for Complainant and City to be the same.)</i>		
3.	Matter is with the Task Force for discussion and questions.	
4.	Respondent and Complainant presents clarification/rebuttal	3 minutes
5.	Matter is with the Task Force for motion and deliberation.	
6.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
7.	Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.)	

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE: Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Administrator by mail to: Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at (415) 554-7724; by fax at (415) 554-7854; or by email at SOTF@sfgov.org.

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

November 12, 2009

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
MEETING MINUTES**
Thursday, November 12, 2009
4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen (Chair), Doyle Johnson, Marjorie Ann Williams

Call to Order: 4:00 p.m.

Roll Call: Present: Cauthen, Johnson, Williams

Agenda Changes: None

Deputy City Attorney: Jerry Threat
Clerk: Chris Ruston

1. Adoption of October 8, 2009, meeting minutes.

Motion to adopt October 8, 2009, meeting minutes (Cauthen / Johnson)

Public Comment: None

On the motion:

Ayes: Johnson, Williams, Cauthen

2. 09030 Hearing on the status of the July 28, 2009, Order of Determination of Ann Grogan against the Police Commission

Matter tabled.

3. Presentation to Shelter Monitoring Committee on Dec 2, 2009, at 10:00 a.m. in Rm. 421 at City Hall. Assignments.

Chair Cauthen noted that the department has changed its agenda to accommodate public comment.

Chair Cauthen assigned members sections of the Ordinance to explain at the presentation

4. 10-day and 14-day extensions and timely Sunshine responses (Planning Department, Public Library, Department of Public Works and Sunshine compliance).

Chair Cauthen said a group she belongs to has sent several Immediate Disclosure Requests to several departments and has received responses that sought 14-day extensions, which should only be made under unusual circumstances such as retrieving the document from an offsite storage location.

Member Williams said it should be determined on a case-by-case basis.

DCA Threat suggested that an IDR be presented to a department seeking its responses to other IDRs received during a particular time period. Then analyze the response times to see if there was a pattern.

5. Department head calendars: How to assure compliance with Sec. 67.29-5.

Chair Cauthen said of particular concern was the City Librarian's calendar that did not indicate what he did after several meetings on a certain day was cancelled.

DCA Threat said all meetings need to be shown on the calendar.
Members broadly discussed the topic.

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- Police community relations meetings
- League of Women Voters
- Council of District Merchants
- Glen Park Association

Continued to next meeting.

7. Status of SFPUC's Sunshine procedures.

Chair Cauthen said she would write the cover letter and have the revised procedures sent to the Public Utilities Commission.

8. Results of contact with neighborhood newspaper editors.

Assignments:

Assignments:

Chair Earthen: Central City Extra and Westside Observer.
Member Williams: SF Bay View, Vis Valley Grapevine and Sun Reporter.

Member Williams, San Francisco, Vis. and San Francisco and San Jose Reporter.

Members discussed their assignments.

Member Williams added radio stations KPOO and KEST to her list

Member Johnson said the promo cards being printed

Continued to next meeting

e. Public comment for items not listed on the agenda: None

10. Committee Members' Comments, Questions, and Requests for Future Agenda Items

Adjournment The meeting was adjourned at 5:47 p.m.
This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force.

December 10, 2009

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
MEETING AGENDA**

Thursday, December 10, 2009

4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen (Chair), Hanley Chan, Doyle Johnson, Suzanne Manneh, Marjorie Ann Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of November 12, 2009, meeting minutes (action item) (5 min)

2. 09030 Hearing on the status of the complaint filed by the Library Users Association against the Historic Preservation Commission for allegedly not providing summaries of public comment in the meeting minutes. (action item) (attachment) (15 min)

3. Outreach for Sunshine presentations (discussion) (10 min)
- Coalition for San Francisco Neighborhoods
- Police community relations meetings
- League of Women Voters
- Council of District Merchants
- Glen Park Association

4. Status of SFPUC's Sunshine procedures (discussion/action) (10 min)

5. Results of contact with neighborhood newspaper editors (no attachment)
Assignments:
Chair Cauthen: Central City Extra and Westside Observer.
Member Williams: SF Bay View, VisValley Grapevine and Sun Reporter, and radio stations KPOO and KPEH.
Member Johnson: Castro Courier, Haight-Ashbury Beat, Richmond Review and Sunset Beacon.

6. Public comment for items not listed on the agenda (no attachment)

7. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment

Next regularly scheduled meeting: Jan 14, 2009

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Sunshine Ordinance Task Force - Education Outreach and Training Committee

December 10, 2009

GOVERNMENT
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SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
MEETING MINUTES
Thursday, December 10, 2009
4:00 p.m., City Hall, Room 406

MAY 25 2016

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Committee Members: Sue Cauthen (Chair), Suzanne Manneh, Doyle Johnson, Hanley Chan, Marjorie Ann Williams

Call to Order: 4:08 p.m.

Roll Call: Present: Cauthen, Chan (in at 4:21), Williams
Excused: Johnson, Williams

Agenda Changes: The meeting started as an informal gathering because there was no quorum. Quorum was reached at 4:21 p.m. The word 'allegedly' was removed from Item 2.

Deputy City Attorney: Jerry Threet (not present)
Clerk: Chris Rustom

1. Adoption of November 12, 2009, meeting minutes.

Motion to continue November 12, 2009, meeting minutes. Without objection.

Public Comment: None

2. 09067 Hearing on the status of the complaint filed by the Library Users Association against the Historic Preservation Commission for not providing summaries of public comment in the meeting minutes.

Peter Warfield, Executive Director of the Library Users Association, said that if there is no quorum there is no meeting. He wanted to know why his case landed with this committee when there were two committees that deal with compliance issues. He said he did not recall his matter being referred to this committee. The agenda also included the word "allegedly" and did not include the Order of Determination, he said. He also said he had not seen any progress in the HPC's minutes and their next meeting was to be on December 16, 2009.

Chair Cauthen asked the administrator to draft a letter to John Rahaim, Linda Avery and Tina Tam and copying Peter Warfield and Charles Chase, chair of the HPC, to say that Section 67.21 (e) of the Ordinance requires department representatives to attend hearings.

Chair Cauthen told Mr. Warfield that certain cases go to the Education, Outreach and Training Committee and the process ends if the issue can be resolved. If there is no progress, it is forwarded to the Compliance and Amendments Committee.

Member Chan arrived at 4:21 p.m. and quorum was reached.

Chair Cauthen brought Member Chan up to date.

Mr. Warfield said it was important to penalize departments that do not attend meetings because not to do so would be to invite further violators. He also was wanted letters addressed to departments and complainants alike, and was against copying the Library Users Association as was earlier discussed. The Order of Determination also did not include how the minutes issue was to be corrected and without that, the HPC could continue the illegal practice, he said.

Chair Cauthen announced Planning Commission Secretary Linda Avery's presence in the audience and invited her to the lectern.

Ms. Avery said she was also the secretary to the HPC. She said the department has never argued or disputed the allegation that the minutes did not meet the Ordinance's requirement. The minutes now do include a summary of the comments, she said. The commission got off on a rough start and used the audio tapes as the official record. She said she had mentioned publicly that Mr. Warfield was correct in saying that the Sunshine Ordinance has certain requirements when it comes to meeting minutes. The Commissioners, she added, were adamant that the minutes reflect what the Ordinance requires. She said the HPC was trying to be compliant as much as possible, given the limited resources it has. Changes have been made but certain areas need improvement, she said.

Motion to continue matter to the January meeting. (Chan / Manneh)

Mr. Warfield said Ms. Avery has taken it upon herself to be the HPC representative at a time when the Planning Department has 200 employees and a \$20 million budget. Ms. Avery's acknowledgement of his understanding of the requirements for the meeting minutes came only after he filed the complaint, he said. He said the Commissioners approved the illegal minutes on two occasions despite the long discussions they had on the subject. He wanted the Committee to order the HPC to revisit the old minutes and make the necessary changes. He also wanted the matter sent to the Task Force for further adjudication.

Public Comment: None.

On the motion:

Ayes: Chan, Manneh, Cauthen

3 Outreach for Sunshine presentations

- The Shelter Monitoring Committee did not meet in December and has rescheduled the Sunshine Ordinance presentation for January 20, 2010, at 10 a.m. in Room 408. Members decided to make the presentation in pairs. The January presentation will be done as previously scheduled. Chair Cauthen said the PowerPoint presentation was helpful only if they had additional time.

- The Coalition for San Francisco Neighborhoods has asked for a presentation when they meet February 16, 2010, in the Northern Station at Fillmore and Turk. Assignments are to be handed out at the January 14, 2010, meeting. Chair Cauthen to contact the Coalition to see which dates are available. Member Chan said 40 minutes should be the maximum for presentations because people lose interest after a while. He also said Lower Polk Neighbors (Upper Block) also is requesting a presentation.

- Chair Cauthen said she was still gathering information for the police community relations meetings.

- Chair Cauthen said she has yet to contact the League of Women Voters.

- Council of District Merchants (Tabled)

- Glen Park Association (Tabled)

4 Status of SFPUC's Sunshine procedures.

The Committee approved the letter to be sent together with the revised document. Without objection.

5 Results of contact with neighborhood newspaper editors

Continued to next meeting. Without objection.

9. Public comment for items not listed on the agenda: None

10 Committee Members' Comments, Questions, and Requests for Future Agenda Items.

Chair Cauthen said the EOTC needs a deputy city attorney and would discuss the issue of Jerry Threet's withdrawal s Committee Counsel with Task Force Chair Rick Knee.

Adjournment

The meeting was adjourned at 5:10 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force



**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE,
MEETING AGENDA**

JAN 15 2010

Thursday, January 14, 2010
4:00 p.m., City Hall, Room 406

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Committee Members: Sue Cauthen (Chair), Hanley Chan, Doyle Johnson, Suzanne Manneh, Marjorie Ann Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of November 12, 2009, meeting minutes (attached) (action item) (5 min)
2. Adoption of December 10, 2009, meeting minutes (attached) (action item) (5 min)
3. 09067 Hearing on the status of the complaint filed by the Library Users Association against the Historic Preservation Commission for not providing summaries of public comment in the meeting minutes. (action item) (attachment) (15 min)
4. 09076 Hearing on the status of the December 1, 2009, Order of Determination of Anmarie Mabbutt against the Mayor's Office. (action item) (attachment) (15 min)
5. Presentation to Shelter Monitoring Committee on January 20, 2010. Assignments. (discussion) (no attachment) (10 min)
6. Outreach for Sunshine presentations (discussion) (no attachment) (10 min)
 - Coalition for San Francisco Neighborhoods
 - Police community relations meetings
 - League of Women Voters
 - Council of District Merchants
 - Glen Park Association
7. Results of contact with neighborhood newspaper editors (discussion) (no attachment)

Assignments:

Chair Cauthen: Central City Extra and Westside Observer.

Member Williams: SF Bay View, VisValley Grapevine and Sun Reporter, and radio stations KPOO and KPEH.

Member Johnson: Castro Courier, Haight-Ashbury Beat, Richmond Review and Sunset Beacon.

8. Public comment for items not listed on the agenda (no attachment)
9. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment

Next regularly scheduled meeting: Feb 11, 20

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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	Other parties of Complainant present facts and evidence	Up to 3 minutes each
2.	City responds	5 minutes
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	<i>(Above total speaking times for Complainant and City to be the same.)</i>	
3.	Matter is with the Task Force for discussion and questions.	
4.	Respondent and Complainant presents clarification/rebuttal	3 minutes
5.	Matter is with the Task Force for motion and deliberation.	
6.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
7.	Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.)	

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

January 14, 2010 (Notes only)

SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
MEETING MINUTES
Thursday, January 14, 2010
4:00 p.m., City Hall, Room 406

Meeting cancelled for lack of quorum
Notes attached

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NOTES

Informal Gathering

EDUCATION, OUTREACH AND TRAINING COMMITTEE

Date: January 14, 2009

As there was no quorum at the Education, Outreach and Training Committee, Chair Sue Caughen took information only. There was no roll call, minutes or action taken on any item. The gathering began at 4:10 p.m. and ended about 5:00 p.m. Member Manneh arrived at 4:10 p.m. No other members were present.

09067: Hearing on the status of the December 1, 2009, Order of Determination of Library Users Association against the Historic Preservation Commission.

Peter Warfield of the Library Users Association said he objects going forward with the meeting because there was no quorum and was speaking under protest.

He said the agenda did not have attachments and the audio tapes of the Historic Preservation Commission were not accessible because the Planning Department could not afford to buy a tape recorder. There was also no documentation on the website that showed how the HPC abided by the Order of Determination and the minutes did not include a summary of what was said during the HPC meeting.

Bradley Weidmeir said an effort is being made but the minutes should have more information on a speaker's position and wider summary. The HPC also needs to discuss the Task Force's Dec 1, 2009, Order of Determination to improve their minutes, he said.

Linda Avery, Secretary for the HPC and Planning Commission, said the HPC discussed the OD at its last meeting and is working toward being compliant. She added that the HPC is going to comply.

Chair Cauthen reminded both parties that the OD only mentioned brief summaries and not detailed accounts of what was said.

Mr. Warfield said it was the department's duty and not Ms. Avery's commitment to meet the requirements of the Sunshine Ordinance. Although getting accurate minutes was not easy, he said he was disappointed by the Dec. 2, 2009, HPC minutes because just one day earlier the Task Force had found that HPC's previous minutes were inadequate. Ms. Avery said the minutes have changed since the complaint was filed and the documents now show their positions and brief summaries.

Chair Cauthen said she was glad that the HPC is committed to compliance and would report back to the Task Force that the matter was resolved. Mr. Warfield, she said, could ask for reconsideration if he was not satisfied.

Ms. Avery said she would contact the Task Force for training information.

Chair Cauthen and Member Manneh discussed ways on how to remind members of the meeting dates and times. Mr. Rustom was urged to make a quorum call a week before the meeting date as well as send a reminder.

09076: Hearing on the status of the December 1, 2009, Order of Determination of Anmarie Mabbutt against the Mayor's Office

Complainant Anmarie Mabbutt was not present.

Respondent Rich Hillis said he was late in responding and had apologized at the last hearing. He also said he was well versed in the requirements of the Ordinance and did not need Sunshine training.

Chair Cauthen said the Order of Determination has been met and considered the case closed. She said she would so state at the Task Force meeting.

Chair Cauthen and Member Manneh talked about presentation at group meetings, newspaper assignments, department head calendars and IDR response times. On the calendars, Chair Cauthen said a memo should be sent out that says if a department head's calendar entry is changed, the replacement activity should be recorded. She also said it was suggested that she and her group send a number of Immediate Disclosure Requests to a particular department to evaluate the department's response. If a pattern emerges, she said, the Task Force could take up the issue.



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San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

<http://www.sfgov.org/sunshine/>

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SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
MEETING AGENDA

Thursday, February 11, 2010
4:00 p.m., City Hall, Room 406

FEB 10 2010

SAN FRANCISCO
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Committee Members: Sue Cauthen (Chair), Hanley Chan, Doyle Johnson, Suzanne Manneh, Marjorie Ann Williams

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Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of November 12, 2009, and December 10, 2009, meeting minutes (attached) (action item) (5 min)
2. Adoption of January 14, 2010, notes of information gathering. (attached) (action item) (5 min)
3. 09067 Hearing on the status of the December 21, 2009, Order of Determination of the Library Users Association against the Historic Preservation Commission. (action item) (attachment) (15 min)
4. 09076 Hearing on the status of the December 1, 2009, Order of Determination of Anmarie Mabbutt against the Mayor's Office. (action item) (attachment) (15 min)
5. 09077 Hearing on the status of the January 5, 2010, Order of Determination of Melvyn Banks against the Department of Public Health (action item) (attachment) (15 min)
6. Outreach for Sunshine presentations (discussion) (no attachment) (10 min)
 - Coalition for San Francisco Neighborhoods (3/16)
 - Police community relations meetings (North Beach, 2/18)
 - League of Women Voters
 - Lower Polk Neighborhood Association
 - Shelter Monitoring Committee
 - Northbeach Neighborhoods
 - Mayor's Disability Council

7. Results of contact with neighborhood newspaper editors (discussion) (no attachment)

Assignments:

Chair Cauthen: Central City Extra and Westside Observer.

Member Williams: SF Bay View, VisValley Grapevine and Sun Reporter, and radio stations KPOO and KPEH.

Member Johnson: Castro Courier, Haight-Ashbury Beat, Richmond Review and Sunset Beacon.

8. Sunshine Award.
9. Status of department head calendar and IDR response items (discussion and possible action) (no attachment)
10. Public comment for items not listed on the agenda (no attachment)
11. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment

Next regularly scheduled meeting: March 11, 200

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations. Any person speaking during a public comment period may supply a brief written summary of their comments, which shall, if no more than 150 words, be included in the minutes. (Section 67.16)

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1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant present facts and evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
	<i>(Above total speaking times for Complainant and City to be the same.)</i>	
3.	Matter is with the Task Force for discussion and questions.	
4.	Respondent and Complainant presents clarification/rebuttal	3 minutes
5.	Matter is with the Task Force for motion and deliberation.	
6.	Public comment <i>(Excluding Complainant & City response, witnesses)</i>	Up to 3 minutes each
7.	Vote by Task Force <i>(Public comment at discretion of chair on new motion and/or on new motion if vote fails.)</i>	

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

February 11, 2010

SUNSHINE ORDINANCE TASK FORCE EDUCATION, OUTREACH AND TRAINING COMMITTEE

MINUTES

Thursday, February 11, 2010

4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen (Chair), Hanley Chan, Doyle Johnson, Suzanne Manneh, Marjorie Ann Williams

Call to Order: The meeting was called to order at 4:00 P.M.

Roll Call: Present: Cauthen, Chan, Johnson, Manneh, Williams

Agenda Changes: Item 8 heard before Item 6.

Deputy City Attorney: None present

Clerk: Chris Rustom

1. Adoption of November 12, 2009, and December 10, 2009, meeting minutes.
Motion to adopt November 12, 2009, and December 10, 2009, meeting minutes (Johnson / Williams)
Public Comment: None
On the motion:
Ayes: Chan, Johnson, Manneh, Williams, Cauthen
2. Adoption of January 14, 2010, information gathering notes.
Motion to adopt January 14, 2010, informational gathering notes (Chan / Williams)
Public Comment: None
On the motion:
Ayes: Chan, Johnson, Manneh, Williams, Cauthen
3. 09067 Hearing on the status of the December 21, 2009, Order of Determination of the Library Users Association against the Historic Preservation Commission.
The Complainant was not present. There was nobody in the audience to present facts and evidence in support of the complainant.
The respondent was not present. There was nobody in the audience to present facts and evidence in support of the respondent.

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Chair Cauthen noted that this item had come before the committee twice but that information regarding the matter was gathered during the January meeting was not acted on because of a lack of quorum.

Public Comment: Doug Comstock said he preferred congratulating the Commission's secretary for the improved minutes and asking her to include the speaker's position on the subject.

Motion commending Linda Avery of the Historic Preservation Commission for the improved minutes and recommending that future public comment include the speaker's position on the issue as well as his or her point of view. (Cauthen / Manneh)

Public Comment: Doug Comstock said he preferred congratulating the Commission's secretary for the improved minutes and asking her to include the speaker's position on the subject.

On the motion:

Ayes: Chan, Johnson, Manneh, Williams, Cauthen

4. 09076 Hearing on the status of the December 1, 2009, Order of Determination of Anmarie Mabbutt against the Mayor's Office.

The complainant was not present. There was nobody in the audience to present facts and evidence in support of the complainant.

The respondent was not presented. There was nobody in the audience to present facts and evidence in support of the respondent.

Chair Cauthen said the complainant was not present at the previous meeting, but the respondent, Rich Hills, was. He told members last month that the document Ms. Mabbutt wanted had been provided.

Motion finding that the Mayor's Office has met the Order of Determination. Chan / Johnson)

Public Comment: None

On the motion:

Ayes: Chan, Johnson, Manneh, Williams, Cauthen

5. 09077 Hearing on the status of the January 5, 2010, Order of Determination of Melvyn Banks against the Department of Public Health.

The complainant was not present. There was nobody in the audience to present facts and evidence in support of the complainant.

The respondent was not presented. There was nobody in the audience to present facts and evidence in support of the respondent.

Motion finding the Department of Public Health in violation of Sec 67.21 (e) for not sending a representative to the hearing and to forward the matter to the Compliance and Amendments Committee (Johnson / Chan)

Public Comment: None

On the motion:

Ayes: Chan, Johnson, Manneh, Williams, Cauthen

6. Outreach for Sunshine presentations

- Chair Cauthen and Member Chan to make presentation at the Coalition for San Francisco Neighborhoods on March 16. The event is to be held at the Northern Station at Turk and Fillmore.
- Chair Cauthen and Member Manneh to make presentation at the North Beach police community relations meeting on February 18. The event is to be held at the Telegraph Hill Neighborhood Center at 660 Lombard.
- Chair Cauthen to contact League of Women Voters.
- Member Chan to contact Lower Polk Neighborhood Association.
- Mr. Ruston to contact Shelter Monitoring Committee.
- Chair Cauthen to contact North Beach Neighbors.
- Mr. Ruston to write letter saying the Committee was concerned that the Mayor's Disability Council meeting for January was not posted. The Committee urges the Disability Council to post agendas to give the public an opportunity to attend the meetings and comment on the agenda items. Chair Cauthen to approve.

7. Result of contact with neighborhood newspaper editors (discussion) (no attachment)

- Chair Cauthen to contact Central City Extra. She needs to write 300-word article for Westside Observer.

- Member Williams has provided the YBR Publications' bilingual flier to the VisValley Grapevine and Sun Reporter newspapers as well as the radio station KPOO. She will contact SF Bay View and KPEH with the same information.
- Member Johnson has contacted the Haight-Ashbury Beat, Richmond Review and Sunset Beacon but has not heard back from them. Chair Cauthen to contact the Castro Courier with copy.
- Member Manneh will reach out to ethnic newspapers, including Nichi Bei Times.
- Member Chan to contact the Sing Tao and World Journal newspapers.

8.

Sunshine Award.

Former Task Force chair Doug Comstock said persuasion is the only power that the Task Force possesses when it comes to Sunshine complaints. He proposed the creation of an annual Sunshine award for departments who follow the Ordinance and a Moonshine award for those who do not. He suggested a plan of action for the Committee which it could later forward it to the Task Force for its approval. The plan starts with an announcement to the press that the Committee would accept nominations for both awards between April 15 and May 15. The Committee would then select the finalists and forward the names to the Task Force which will announce the winners at a press conference on June 30. The awards are to be conferred at the next regularly scheduled meeting of the Task Force. City funds are not to be used to pay for the awards, he said.

Members discussed the topic further and mulled the possibility of replacing the Moonshine award with an Eclipse award.

Motion to recommend to the Task Force an action plan for the creation of a Sunshine award for a department, elected official or City employee who abides by the Ordinance and also a Moonshine or Eclipse award for those who do not. (Cauthen / Manneh)

Public Comment: None

On the motion:

Ayes: Chan, Johnson, Manneh, Williams, Cauthen

9.

Status of department head calendar and IDR response items

Continued to the March 11, 2010, meeting.

10.

Public comment for items not listed on the agenda: None

11.

Committee Members' Comments, Questions, and Requests for Future Agenda Items: None

Adjournment The meeting was adjourned at 5:10 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force

March 11, 2010

SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
MEETING AGENDA
Thursday, March 11, 2010
4:00 p.m., City Hall, Room 406

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Committee Members: Sue Cauthen (Chair), Hanley Chan, Doyle Johnson, Suzanne Manneh, Marjorie Ann Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of February 11, 2010, meeting minutes (attached) (action item) (5 min)
2. 09057 Hearing on the status of the October 27, 2009, Order of Determination of Peter Warfield against the Clerk of the Board. (action item) (attachment) (15 min)
3. 09085 Hearing on the status of the January 5, 2010, Order of Determination against Mike Addario v Arts Commission. (action item) (attachment) (15 min)
4. Outreach for Sunshine presentations (discussion) (no attachment) (10 min)
 - Coalition for San Francisco Neighborhoods (3/16)
 - League of Women Voters
 - Lower Polk Neighborhood Association
 - Shelter Monitoring Committee
 - North Beach Neighbors
 - Mayor's Disability Council
5. Results of contact with neighborhood newspaper editors (discussion) (no attachment)

Assignments:

Chair Cauthen: Central City Extra and Westside Observer.

Member Williams: SF Bay View, VisValley Grapevine and Sun Reporter, and radio stations KPOO and KPEH.

Member Johnson: Castro Courier, Haight-Ashbury Beat, Richmond Review and Sunset Beacon.

6. Sunshine Award.

7. Status of department head calendar and IDR response items (discussion and possible action) (no attachment)
8. Public comment for items not listed on the agenda (no attachment)
9. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment Next regularly scheduled meeting: April 8, 2009

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MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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1. Complainant presents his/her facts and evidence 5 minutes
Other parties of Complainant present facts and evidence Up to 3 minutes each
2. City responds 5 minutes
Other parties of City respond Up to 3 minutes each
(Above total speaking times for Complainant and City to be the same.)
3. Matter is with the Task Force for discussion and questions.
4. Respondent and Complainant presents clarification/rebuttal 3 minutes
5. Matter is with the Task Force for motion and deliberation.
6. Public comment (Excluding Complainant & City response, witnesses) Up to 3 minutes each
7. Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.)

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

March 11, 2010

SUNSHINE ORDINANCE TASK FORCE EDUCATION, OUTREACH AND TRAINING COMMITTEE

MINUTES

Thursday, March 11, 2010

4:00 p.m., City Hall, Room 406

Committee Members: Sue Cauthen (Chair), Hanley Chan, Doyle Johnson, Suzanne Manneh, Marjorie Ann Williams

Call to Order: The meeting was called to order at 4:00 p.m.

Roll Call: Present: Cauthen, Chan, Johnson, Manneh, Williams

Agenda Changes: Item 6 heard before Item 4.

Deputy City Attorney: Jerry Threet (not present)

Clerk: Chris Rustom

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1. Adoption of February 11, 2010, meeting minutes.

Motion to adopt February 11, 2010, meeting minutes. (Chan / Manneh)

Public Comment: Peter Warfield, Executive Director of the Library Users Association, said the minutes did not mention his letter informing the committee that he was unable to attend the meeting during which his complaint against the Historic Preservation Commission was to be heard.

On the motion:

Ayes: Chan, Johnson, Manneh, Williams, Cauthen

2. 09057 Hearing on the status of the October 27, 2009, Order of Determination of Peter Warfield against the Clerk of the Board.

Complainant Peter Warfield said the Clerk of the Board has not met the Order of Determination and continues to willfully violate the Ordinance.

The respondent was not present. There was no one in the audience to speak in favor or present evidence on behalf of the respondent.

Motion to forward matter to the Task Force with a recommendation that it find the Clerk's Office in willful violation of the Ordinance and that it also find the Clerk's Office in violation of Sec. 67.21(c) for failure to send a representative to the hearing. (Johnson / Chan)

In closing, Mr. Warfield said silence speaks louder than words and this case was typical of what departments do when they have nothing more to say.

Public Comment: Doug Comstock said the committee could find the respondent in willful violation and not force Mr. Warfield to attend one more meeting.

On the motion:

Ayes: Chan, Johnson, Manneh, Williams, Cauthen

3. 09085 Hearing on the status of the January 5, 2010, Order of Determination against Mike Addario v Arts Commission.

Complainant Mike Addario, chairperson of the San Francisco Street Artists Liaison Committee, said there has been some improvement between the staff and members over transparency, but more work was needed. He also said he would like to have their meetings telecast and have supporting documents posted online.

Respondent Howard Lazar said the San Francisco Arts Commission voted unanimously in January to add another staff member. The additional help would assist him in responding to the Immediate Disclosure requests the commission gets, he said.

In closing, Mr. Addario said the additional of an extra staff member costs each artist about \$200 monthly because the Street Artists Program is self-funded and not dependent on city funding.

Mr. Lazar said he did not foresee a problem with having attachments to the agenda, especially with the hiring of an additional staff member.

Motion finding that the Arts Commission has met the requirements of the Order of Determination and that the agency has acted in good faith in trying to assist the complainant. (Chan / Manneh)

Public Comment: Peter Warfield said the respondent needs to provide more information regarding the fee hike. He also said increasing access on the internet is good but departments have to remember that some residents do not have online access.

On the motion:

Ayes: Chan, Johnson, Manneh, Williams, Cauthen

4. Outreach for Sunshine presentations.

Members discussed the following presentations:

- Coalition for San Francisco Neighborhoods
- League of Women Voters
- Lower Polk Neighborhood Association
- Shelter Monitoring Committee
- North Beach Neighbors
- Mayor's Disability Council

Public Comment: None

5. Results of contact with neighborhood newspaper editors

Members discussed the following assignments:

Chair Cauthen: Central City Extra and Westside Observer.
Member Williams: SF Bay View, VisValley Grapevine and Sun Reporter, and radio stations KPOO and KPEH.
Member Johnson: Castro Courier, Haight-Ashbury Beat, Richmond Review and Sunset Beacon.

Public Comment: None

6. Sunshine Award.

Former Task Force chair Doug Comstock suggested deadlines that need to be followed.

Public Comment: Peter Warfield said he agrees with the plan but requirements for nomination need to be hashed out further. He also said there should be an opportunity for multiple winners.

7. Status of department head calendar and IDR response items.

Matter continued to next meeting.

8. Public comment for items not listed on the agenda:

Peter Warfield said among the many problems with the committee's January meeting, it did not check the Order of Determination to see if there was compliance.

9. Committee Members' Comments, Questions, and Requests for Future Agenda Items:

Adjournment The meeting was adjourned at 5:30 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force



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**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE**

MEETING AGENDA

Thursday, April 8, 2010

4:00 p.m., City Hall, Room 406

**SAN FRANCISCO
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Committee Members: Sue Cauthen (Chair), Hanley Chan, Doyle Johnson, Suzanne Manneh, Marjorie Ann Williams

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Call to Order; Roll Call; Agenda Changes:

1. Adoption of March 11, 2010, meeting minutes (attachment) (action item) (5 min)
2. Outreach for Sunshine presentations including amendments (discussion) (no attachment) (10 min)
League of Women Voters; Lower Polk Neighborhood Association; Coalition of SF Neighborhoods, Police Community Relations meetings; Council of District Merchants, Shelter Monitoring Committee, Mayor's Disability Council
3. Results of contact with neighborhood newspaper editors (discussion) (no attachment)
Assignments: Chair Cauthen: Central City Extra and Westside Observer; Member Williams: SF Bay View, VisValley Grapevine and Sun Reporter, and radio stations KPOO and KPEH; Member Johnson: Castro Courier, Haight-Ashbury Beat, Richmond Review and Sunset Beacon.
4. Sunshine Award. Schedule, press release and discussion (no attachment)
5. Status of department head calendar and IDR response items (discussion and possible action) (no attachment)
6. Public comment for items not listed on the agenda (no attachment)
7. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment

Next regularly scheduled meeting: May 13, 2009

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4.	Respondent and Complainant presents clarification/rebuttal	3 minutes
5.	Matter is with the Task Force for motion and deliberation.	
6.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
7.	Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails)	

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**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
REGULAR MEETING**

AGENDA

Thursday, May 13, 2010
4:00 p.m., City Hall, Room 406

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Committee Members: Sue Cauthen (Chair), Hanley Chan, Doyle Johnson, Suzanne Manneh, Marjorie Ann Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of April 8, 2010, regular meeting minutes (attachment) (action item) (5 min)

2. Sunshine Award. Schedule, press release, logistics (discussion/action) (attachment) (10 min)

3. Outreach for Sunshine presentations including amendments (discussion) (no attachment) (10 min)

League of Women Voters; Lower Polk Neighborhood Association; Coalition of SF Neighborhoods, Police Community Relations meetings; Council of District Merchants, Shelter Monitoring Committee, Mayor's Disability Council

4. Results of contact with neighborhood newspaper editors (discussion) (no attachment) (10 min)

Assignments: Chair Cauthen: Central City Extra and Westside Observer; Member Williams: SF Bay View, VisValley Grapevine and Sun Reporter, and radio stations KPOO and KPEH; Member Johnson: Castro Courier, Haight-Ashbury Beat, Richmond Review and Sunset Beacon.

5. Status of department head calendar and IDR response items (discussion and possible action) (no attachment)

6. Public comment for items not listed on the agenda (no attachment)

7. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment

Next regularly scheduled meeting: June 10, 2010

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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3.	Matter is with the Task Force for discussion and questions.	
4.	Respondent and Complainant presents clarification/rebuttal	3 minutes
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**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
REGULAR MEETING
AGENDA**

Thursday, June 10, 2010
4:00 p.m., City Hall, Room 406

GOVERNMENT
DOCUMENTS DEPT

JUN 10 2010

Committee Members: Hanley Chan (Chair), Sue Cauthen, Suzanne Manner
**SAN FRANCISCO
PUBLIC LIBRARY**

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of May 13, 2010, meeting minutes (attachment) (action item) (5 min)
2. Sunshine Award. Schedule, press release, logistics (discussion/action) (attachment) (10 min)
3. Outreach for Sunshine presentations including amendments (discussion) (no attachment) (10 min)

League of Women Voters; Lower Polk Neighborhood Association; Coalition of SF Neighborhoods, Police Community Relations meetings; Council of District Merchants, Shelter Monitoring Committee, Mayor's Disability Council

4. Results of contact with neighborhood newspaper editors (discussion) (no attachment) (10 min)

Assignments: Chair Cauthen: Central City Extra and Westside Observer; Member Williams: SF Bay View, VisValley Grapevine and Sun Reporter, and radio stations KPOO and KPEH; Member Johnson: Castro Courier, Haight-Ashbury Beat, Richmond Review and Sunset Beacon.
5. Public comment for items not listed on the agenda (no attachment)
6. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

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Inbox (1 item)

8:51 AM

[New](#) [Compose](#) [Reply](#) [Reply to All](#) [Forward](#)**July 8, 2010 EOT meeting cancelled**

softf@sfgov.org [softf@sfgov.org]

Sent: Wednesday, July 07, 2010 4:26 PM

Yesterday

softf@sfgov.org Wed 4...

July 8, 2010 EOT m...

The July 8, 2010, Education, Outreach & Training Committee meeting is cancelled. The next regularly scheduled meeting will be on August 12, 2010.

8:51 AM
1
/8/10
cancelled

Chris Rustom
Sunshine Ordinance Task Force
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, CA 94102-4689
OFC: (415) 554-7724
FAX: (415) 554-7854
SOTF@sfgov.org

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JUL - 8 2010

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**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
REGULAR MEETING
AGENDA**

GOVERNMENT
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AUG 10 2010

Thursday, August 12, 2010
4:00 p.m., City Hall, Room 406

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Committee Members: Hanley Chan (Chair), Sue Cauthen, Suzanne Manneh, Hope Johnson, Marjorie Ann Williams

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3. Sunshine Award. Schedule, press release, logistics (discussion/action) (10 min)
4. Outreach for Sunshine presentations including amendments (discussion) (no attachment) (10 min)

Presentation on the Sunshine Ordinance to the Department of Children Youth & Their Families scheduled for August 20, 2010, at 10:30 a.m. at 1390 Market, Suite 900 (Fox Plaza).

League of Women Voters; Lower Polk Neighborhood Association; Coalition of SF Neighborhoods, Police Community Relations meetings; Council of District Merchants, Shelter Monitoring Committee, Mayor's Disability Council, and Outer Mission Merchants and Resident Association

5. Results of contact with neighborhood newspaper editors (discussion) (no attachment) (10 min)

Assignments: Chair Cauthen: Central City Extra and Westside Observer;

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6. Public comment for items not listed on the agenda (no attachment)
7. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment

Next regularly scheduled meeting: Sept 9, 201

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MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

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City Hall

1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

<http://www.sfgov.org/sunshine/>

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
REGULAR MEETING
AGENDA**

Thursday, September 9, 2010
4:00 p.m., City Hall, Room 406

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Committee Members: Hanley Chan (Chair), Sue Cauthen, Suzanne Manneh,
Hope Johnson, Marjorie Ann Williams

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Assignments: Chair Cauthen: Central City Extra and Westside Observer; Member Williams: SF Bay View, VisValley Grapevine and Sun Reporter, and radio stations KPOO and KPEH; Member Johnson: Castro Courier, Haight-Ashbury Beat, Richmond Review and Sunset Beacon.

6. Public comment for items not listed on the agenda (no attachment)
7. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment

Next regularly scheduled meeting: Oct. 14, 2010

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MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

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Yesterday

[sotf@sfgov.org](#) Wed 4...
September 9, 2010,...**September 9, 2010, EOT meeting cancelled**[sotf@sfgov.org](#) [sotf@sfgov.org]**Sent:** Wednesday, September 08, 2010 4:48 PM

The September 9, 2010, Education, Outreach & Training Committee meeting is cancelled.

Chris Rustom
Sunshine Ordinance Task Force
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, CA 94102-4689
OFC: (415) 554-7724
FAX: (415) 554-7854
SOTF@sfgov.org

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SEP - 9 2010

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PUBLIC LIBRARY

October 14, 2010

SUNSHINE ORDINANCE TASK FORCE

EDUCATION, OUTREACH AND TRAINING COMMITTEE

REGULAR MEETING

**GOVERNMENT
DOCUMENTS DEPT**

AGENDA

OCT - 8 2010

Thursday, October 14, 2010

**SAN FRANCISCO
PUBLIC LIBRARY**

4:00 p.m., City Hall, Room 406

Committee Members: Hanley Chan (Chair), Sue Cauthen, Suzanne Manneh, Hope Johnson, Marjorie Ann Williams

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7. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

**Adjournment
2010**

Next regularly scheduled meeting: Nov. 11,

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

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Today
 sotf@sfgov... 10:11 ...
November 11, 2010,...**November 11, 2010, Education, Outreach & Training Committee me...**

sotf@sfgov.org [sotf@sfgov.org]

Sent: Tuesday, November 09, 2010 10:10 AM

The Sunshine Ordinance Task Force's November 11, 2010, Education, Outreach & Training Committee meeting is cancelled because it falls on Veterans Day. The next scheduled meeting will be on December 9, 2010.

8.4
1
11/10
cancelled

Chris Rustom
Sunshine Ordinance Task Force
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, CA 94102-4689
OFC: (415) 554-7724
FAX: (415) 554-7854
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NOV - 9 2010

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December 9, 2010

12/09/2010 10:00 AM

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
REGULAR MEETING**

AGENDA

Thursday, December 9, 2010
4:00 p.m., City Hall, Room 406

**GOVERNMENT
DOCUMENTS DEPT**
DEC - 6 2010

Committee Members: Hanley Chan (Chair), Sue Cauthen, Suzanne Manneh,
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3. Inviting other Counties to discuss Sunshine issues. (discussion) (no attachment)
4. Creation of guide to filing complaints. (discussion) (no attachment)
5. Outreach for Sunshine presentations including amendments (discussion) (no attachment) (10 min)

Presentation on the Sunshine Ordinance to the Department of Children Youth & Their Families, League of Women Voters; Lower Polk Neighborhood Association; Coalition of SF Neighborhoods, Police Community Relations meetings; Council of District Merchants, Shelter Monitoring Committee, Mayor's Disability Council, and Outer Mission Merchants and Resident Association

6. Results of contact with neighborhood newspaper editors (discussion) (no attachment) (10 min)

Assignments: Chair Cauthen: Central City Extra and Westside Observer; Member Williams: SF Bay View, VisValley Grapevine and Sun Reporter, and radio stations KPOO and KPEH; (yet to be assigned): Castro Courier, Haight-Ashbury Beat, Richmond Review and Sunset Beacon. Hanley Chan: Sing Tao Newspaper outreach.

7. Public comment for items not listed on the agenda (no attachment)
8. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

**Adjournment
2011**

Next regularly scheduled meeting: Jan. 13,

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations. Any person speaking during a public comment period may supply a brief written summary of their comments, which shall, if no more than 150 words, be included in the minutes. (*Section 67.16*)

Each member of the public who is unable to attend the public meeting or hearing may submit to the City, by the time the proceeding begins, written comments regarding the subject of the meeting or hearing; these comments will be made a part of the official public record. (*Section 67.7-1 (c)*)

Persons wishing to comment at meetings of the Task Force and its committees are encouraged to fill out speaker cards to ensure accuracy of identification. This is not a requirement; speakers may remain anonymous.

1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant present facts and evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each

(Above total speaking times for Complainant and City to be the same.)

3. Matter is with the Task Force for discussion and questions.
4. Respondent and Complainant presents clarification/rebuttal 3 minutes
5. Matter is with the Task Force for motion and deliberation.
6. Public comment (*Excluding Complainant & City response, witnesses*) Up to 3 minutes each
7. Vote by Task Force (*Public comment at discretion of chair on new motion and/or on new motion if vote fails.*)

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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January 13, 2011

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
REGULAR MEETING
AGENDA**

Thursday, January 13, 2011
4:00 p.m., City Hall, Room 406

Committee Members: Hanley Chan (Chair), Suzanne Manneh, Hope Johnson

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of December 9, 2010, regular meeting minutes (attachment) (action item) (5 min)
2. 10027 Hearing on the status of the August 6, 2010, Order of Determination of Barry Taranto against the Municipal Transportation Board. (action item) (attachment) (15 min)
3. 10034 Hearing on the status of the August 28, 2010, Order of Determination of Nick Pasquarello against the Department of Technology. (action item) (attachment) (15 min)
4. 10036 Hearing on the status of the August 28, 2010, Order of Determination of Thomas Picarello against the SRO Task Force. (action item) (attachment) (15 min)
5. Inviting other Counties to discuss Sunshine issues. (discussion) (no attachment)
6. Creation of guide on how to file a complaint. (discussion) (attachment)
7. Outreach for Sunshine presentations including amendments (discussion) (attachment) (10 min)
Presentation on the Sunshine Ordinance requested by the San Francisco Local Homeless Coordinating Board.
8. Public comment for items not listed on the agenda (no attachment)
9. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment Next regularly scheduled meeting: Feb. 10, 2011

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**THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244**

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations. Any person speaking during a public comment period may supply a brief written summary of their comments, which shall, if no more than 150 words, be included in the minutes. (*Section 67.16*)

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Other parties of Complainant present facts and evidence	Up to 3 minutes each
2. City responds	5 minutes
Other parties of City respond	Up to 3 minutes each

(Above total speaking times for Complainant and City to be the same.)

3. Matter is with the Task Force for discussion and questions.
4. Respondent and Complainant presents clarification/rebuttal 3 minutes
5. Matter is with the Task Force for motion and deliberation.
6. Public comment (*Excluding Complainant & City response, witnesses*) Up to 3 minutes each
7. Vote by Task Force (*Public comment at discretion of chair on new motion and/or on new motion if vote fails.*)

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**City and County of San Francisco****Sunshine Ordinance Task Force - Education Outreach and Training Committee****January 13, 2011****SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
MINUTES**Thursday, January 13, 2011
4:00 p.m., City Hall, Room 406**Committee Members:** Hanley Chan (Chair), Suzanne Manneh, Hope Johnson**Call to Order:** 4:00 p.m.**Roll Call:** Present: Chan, Manneh, Johnson**Agenda Changes:** Items 1, 5 & 6 continued.**Deputy City Attorney:** Jerry Threet (not present)**Clerk:** Chris RustomGOVERNMENT
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1. Adoption of December 9, 2010, regular meeting minutes.
Public Comment: None
Continued. Without objection.
2. 10027 Hearing on the status of the August 6, 2010, Order of Determination of Barry Taranto against the Municipal Transportation Board.
Public Comment: Tomas Picarello said the Task Force needs to decide what to do when respondents do not show up.
Continued. Without objection.
3. 10034 Hearing on the status of the August 28, 2010, Order of Determination of Nick Pasquariello against the Department of Technology.
Heard: Barry Fraiser said staff procedure has been changed to avoid late responses.
Public Comment: None.
Matter concluded.
4. 10036 Hearing on the status of the August 28, 2010, Order of Determination of Thomas Picarello against the SRO Task Force.
Heard: Thomas Picarello said he has been allowed to comment at SRO Task Force meetings. The respondent was not present. No one in the audience presented facts and evidence on behalf of the respondent.
Referred to full Task Force. Without objection.
5. Inviting other Counties to discuss Sunshine issues.
Public Comment: None

Continued. Without objection.

6. Creation of guide for City employees on how to respond to a Sunshine request.

Public Comment: None

Continued. Without objection.

7. Outreach: Presentation on the Sunshine Ordinance requested by the San Francisco Local Homeless Coordinating Board.

Presentation to be made March 7, 2011.

8. Public comment for items not listed on the agenda. Tomas Picarello spoke about the meeting minutes, the complaint process, and departments' response time.

9. Committee Members' Comments, Questions, and Requests for Future Agenda Items

Member Johnson wanted the Facebook issue put on the agenda. Chair Chan agreed. Chair Knee to invite ethnic media to the next meeting.

Public Comment: Thomas Picarello said website should promote vacancies.

Adjournment

There being no further business, the Education, Outreach and Training Committee adjourned at the hour of 4:34 p.m.

This meeting has been audio recorded and is on file in the Office of the Sunshine Ordinance Task Force, Rm. 244, City Hall, No. 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102, Phone 554-7724 and at
<http://www.sfbos.org/index.aspx?page=9811>

February 10, 2011

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
REGULAR MEETING**

AGENDA

**GOVERNMENT
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Thursday, February 10, 2011
5:00 p.m., City Hall, Room 406

FEB - 7 2011

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Committee Members: Hanley Chan (Chair), Suzanne Manneh, Hope Johnson

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of December 9, 2010, regular meeting minutes (attachment) (action item) (5 min)
2. Adoption of January 13, 2011, regular meeting minutes (attachment) (action item) (5 min)
3. 10027 Hearing on the status of the August 6, 2010, Order of Determination of Barry Taranto against the Municipal Transportation Board. (action item) (attachment) (15 min)
4. 10036 Hearing on the status of the August 28, 2010, Order of Determination of Thomas Picarello against the SRO Task Force. (action item) (attachment) (15 min)
5. Outreach presentations:
 - Matthew Smith of SF Weekly to talk about ideas on outreach and improvements. (discussion) (no attachment)
 - Follow up for the March 7, 2011, Local Homeless Coordinating Board meeting. (discussion) (no attachment)
6. Inviting ethnic media to promote the Sunshine Ordinance. (discussion) (no attachment)

7. Inviting other Cities and Counties to discuss Sunshine issues. (discussion) (no attachment)
8. Creation of guide for City employees on how to respond to a Sunshine request. (discussion) (attachment)
9. Creation of a Facebook page. (discussion) (no attachment)
10. Public comment for items not listed on the agenda (no attachment)
11. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment

Next regularly scheduled meeting: March 10, 2011

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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1. Complainant presents his/her facts and evidence Up to 5 minutes
2. Other parties of Complainant present facts and evidence Up to 3 minutes each
2. City responds Up to 5 minutes

Other parties of City respond	Up to 3 minutes each
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Above total speaking times for Complainant and City to be the same.

3. Matter is with the Task Force for discussion and questions.
4. Respondent and Complainant presents clarification/rebuttal Up to 3 minutes
5. Matter is with the Task Force for motion and deliberation.
6. Public comment (*Excluding Complainant & City response, witnesses*) Up to 3 minutes each
7. Vote by Task Force (*Public comment at discretion of chair on new motion and/or on new motion if vote fails.*)

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

February 10, 2011

SUNSHINE ORDINANCE TASK FORCE EDUCATION, OUTREACH AND TRAINING COMMITTEE MINUTES

Thursday, February 10, 2011
4:00 p.m., City Hall, Room 406

Committee Members: Hanley Chan (Chair), Suzanne Manneh, Hope Johnson

Call to Order: 5:16 p.m.

Roll Call: Present: Chan, Manneh, Johnson
Absent: Manneh

Agenda Changes: None

Deputy City Attorney: Jerry Threet (not present)

Clerk: Gail Johnson

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1. Adoption of December 9, 2010, regular meeting minutes.

Member Johnson, seconded by Chair Chan, moved to approve the minutes.

Public Comment: None

The motion carried on the following vote:

Ayes: 2 - Johnson, Chan

Absent: 1 - Manneh

2. Adoption of January 13, 2011, regular meeting minutes.

Member Johnson, seconded by Chair Chan, moved to approve the minutes.

Public Comment: None

The motion carried on the following vote:

Ayes: 2 - Johnson, Chan

Absent: 1 - Manneh

3. 10027 Hearing on the status of the August 6, 2010, Order of Determination of Barry Taranto against the Municipal Transportation Board.

Item moved to March 10, 2011, meeting.

Public Comment: None

The motion carried without objection.

4. 10036 Hearing on the status of the August 28, 2010, Order of Determination of Thomas Picarello against the SRO Task Force.

Heard: Tomas Picarello gave a status report. Rosemary Bosquin outlined steps the SRO Task Force would take to prevent future violations.

Member Johnson, seconded by Chair Chan, moved to refer the matter back to the Task Force.

Public Comment: None.

The motion carried without objection.

5. Outreach presentations:

- Chair Chan to contact Matthew Smith of SF Weekly to talk about ideas on outreach and improvements.
- Member Johnson to make a presentation at the March 7, 2011, Local Homeless Coordinating Board meeting.

Public Comment: Tomas Picarello provided presentation suggestions.

6. Inviting ethnic media to promote the Sunshine Ordinance.

Chair Chan to contact ethnic media and invite them to the meeting.

Public Comment: Tomas Picarello spoke in support of the decision.

7. Inviting other Cities and Counties to discuss Sunshine issues.

The Committee discussed and decided to pursue the matter further.

Public Comment: Tomas Picarello spoke in favor and provided suggestions.

8. Creation of guide for City employees on how to respond to a Sunshine request.

Member Johnson provided a draft of the proposal and said she would refine the quick reference guide.

Public Comment: Tomas Picarello spoke in favor.

9. Creation of a Facebook page.

The committee discussed the proposal.

Public Comment: Tomas Picarello was not in favor of the proposal.

Item, with specific details, is to be placed on next agenda as an action item for forwarding to the Task Force.

10. Public comment for items not listed on the agenda: None.

11. Committee Members' Comments, Questions, and Requests for Future Agenda Items.

The committee solicited items to be presented to the Feb. 17, 2011, Task Force meeting on the amendments.

Public Comment: Tomas Picarello suggested having the proceedings be televised to increase awareness.

Adjournment

There being no further business, the Education, Outreach and Training Committee adjourned at the hour of 6:21 p.m.

This meeting has been audio recorded and is on file in the Office of the Sunshine Ordinance Task Force, Rm. 244, City Hall, No. 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102, Phone 554-7724 and at <http://www.sfbos.org/index.aspx?page=9811>

March 10, 2011GOVERNMENT
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**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
REGULAR MEETING
AGENDA**

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Thursday, March 10, 2011
4:00 p.m., City Hall, Room 406

Committee Members: Hanley Chan (Chair), Sue Cauthen, Suzanne Manneh

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order; Roll Call; Agenda Changes:

1. Adoption of February 10, 2011, regular meeting minutes (attachment) (action item) (5 min)
2. 10027 Hearing on the status of the August 6, 2010, Order of Determination of Barry Taranto against the Municipal Transportation Board. (action item) (attachment) (15 min)
3. Outreach presentations:
 - Matthew Smith of SF Weekly to talk about ideas on outreach and improvements. (discussion) (no attachment)
 - Follow up for the March 7, 2011, Local Homeless Coordinating Board. meeting. (discussion) (no attachment)
4. Inviting ethnic media to promote the Sunshine Ordinance. (discussion) (no attachment)
5. Inviting other Cities and Counties to discuss Sunshine issues. (discussion) (no attachment)
6. Creation of guide for City employees on how to respond to a Sunshine request. (discussion) (attachment)
7. Creation of a Facebook page. (discussion) (no attachment)
8. Public comment for items not listed on the agenda (no attachment)
9. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment**Next regularly scheduled meeting: April 14, 2011**

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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Other parties of Complainant present facts and evidence	Up to 3 minutes each
2. City responds	Up to 5 minutes
Other parties of City respond	Up to 3 minutes each

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3. Matter is with the Task Force for discussion and questions.	
4. Respondent and Complainant presents clarification/rebuttal	Up to 3 minutes
5. Matter is with the Task Force for motion and deliberation.	
6. Public comment (<i>Excluding Complainant & City response, witnesses</i>)	Up to 3 minutes each
7. Vote by Task Force (<i>Public comment at discretion of chair on new motion and/or on new motion if vote fails.</i>)	

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

March 10, 2011

SUNSHINE ORDINANCE TASK FORCE EDUCATION, OUTREACH AND TRAINING COMMITTEE MINUTES

Thursday, March 10, 2011
4:00 p.m., City Hall, Room 406

Committee Members: Hanley Chan (Chair), Suzanne Manneh, Hope Johnson

Call to Order: 4:05 p.m.

Roll Call: Present: Cauthen, Manneh, Chan
Absent:

Agenda Changes: None

Deputy City Attorney: Jerry Threet (not present)

Clerk: Gail Johnson

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1. Adoption of February 10, 2011, regular meeting minutes.

Member Cauther, seconded by Member Manneh, motioned to approve the minutes.

Public Comment: None.

The motion passed by the following vote.
Ayes: 3 – Cauthen, Manneh, Chan

2. 10027 Hearing on the status of the August 6, 2010, Order of Determination of Barry Taranto against the Municipal Transportation Board.

The matter was sent back to the full Task Force without objection.

Public Comment: None

3. Outreach presentations:

- Matthew Smith of SF Weekly to talk about ideas on outreach and improvements.
- Follow up for the March 7, 2011, Local Homeless Coordinating Board, meeting.

The matter was continued to the April 14, 2011, meeting without objection.

Public Comment: None

4. Inviting ethnic media to promote the Sunshine Ordinance.

The matter was continued to the April 14, 2011, meeting without objection.

Public Comment: None

5. Inviting other Cities and Counties to discuss Sunshine issues.

The matter was continued to the April 14, 2011, meeting without objection.

Public Comment: None

6. Creation of guide for City employees on how to respond to a Sunshine request.

The matter was continued to the April 14, 2011, meeting without objection.

Public Comment: None

7. Creation of a Facebook page.

The matter was continued to the April 14, 2011, meeting without objection.

Public Comment: None

8. Public comment for items not listed on the agenda: None

9. Committee Members' Comments, Questions, and Requests for Future Agenda Items: None.

Adjournment

There being no further business, the Education, Outreach and Training Committee adjourned at the hour of 4:22 p.m.

This meeting has been audio recorded and is on file in the Office of the Sunshine Ordinance Task Force, Rm. 244, City Hall, No. 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102, Phone 554-7724 and at <http://www.sfbos.org/index.aspx?page=9811>

April 14, 2011

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
REGULAR MEETING
AGENDA**

04-11-11 P04:02 REV0

Thursday, April 14, 2011
4:00 p.m., City Hall, Room 406

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Committee Members: Jay Costa (Chair), Sue Cauthen, Suzanne Manneh

APR 11 2011

Call to Order; Roll Call; Agenda Changes:

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1. Adoption of March 10, 2011, regular meeting minutes (attachment) (action item) (5 min)
2. 10050 Hearing on the status of the January 20, 2011, Order of Determination regarding #10050_Ray Hartz against the Police Commission. (action item) (attachment) (15 min)
3. 10054 Hearing on the status of the January 25, 2011, Order of Determination regarding #10054_Ray Hartz against the Library Commission. (action item) (attachment) (15 min)
4. 10067 Hearing on the status of the February 22, 2011, Order of Determination regarding #10067_Charles Pitts against the Local Homeless Coordinating Board. (action item) (attachment) (15 min)
5. 11001 Hearing on the status of the February 22, 2011, Order of Determination regarding #110001_William Clark against the City Attorney's Office. (action item) (attachment) (15 min)
6. 11002 Hearing on the status of the February 22, 2011, Order of Determination regarding #110002_William Clark against the City Attorney's Office (action item) (attachment) (15 min)
7. Public comment for items not listed on the agenda (no attachment)
8. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

**Adjournment
2011**

Next regularly scheduled meeting: May 12,

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations. Any person speaking during a public comment period may supply a brief written summary of their comments, which shall, if no more than 150 words, be included in the official file.

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Other parties of Complainant present facts and evidence	Up to 3 minutes each
2. City responds	Up to 5 minutes
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Above total speaking times for Complainant and City to be the same.

3. Matter is with the Task Force for discussion and questions.
4. Respondent and Complainant presents clarification/rebuttal Up to 3 minutes
5. Matter is with the Task Force for motion and deliberation.
6. Public comment (*Excluding Complainant & City response, witnesses*) Up to 3 minutes each
7. Vote by Task Force (*Public comment at discretion of chair on new motion and/or on new motion if vote fails.*)

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

April 14, 2011

SUNSHINE ORDINANCE TASK FORCE EDUCATION, OUTREACH AND TRAINING COMMITTEE MINUTES

Thursday, April 14, 2011
4:00 p.m., City Hall, Room 406

Committee Members: Jay Costa (Chair), Suzanne Manneh, Hope Johnson

Call to Order: 4:10 p.m.

Roll Call: Present: Cauthen, Manneh
Excused: Costa

Agenda Changes: None

Deputy City Attorney: Jerry Threet (not present)

Clerk: Gail Johnson

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1. Adoption of March 10, 2011, regular meeting minutes.

Member Cauthen, seconded by Member Manneh, motioned to approve the minutes.

Public Comment: Tomas Picarello

The motion carried by the following vote.

Ayes: 2 – Cauthen, Manneh
Excused: 1 – Costa

2. 10050 Hearing on the status of the January 20, 2011, Order of Determination regarding #10050_Ray Hartz against the Police Commission.

Continued to the May 12, 2011, meeting.

3. 10054 Hearing on the status of the January 25, 2011, Order of Determination regarding #10054_Ray Hartz against the Library Commission.

Continued to the May 12, 2011, meeting.

4. 10067 Hearing on the status of the February 22, 2011, Order of Determination regarding #10067_Charles Pitts against the Local Homeless Coordinating Board.

Taken off calendar.

5. 11001 Hearing on the status of the February 22, 2011, Order of Determination regarding #110001_William Clark against the City Attorney's Office.

Heard: Complainant William Clark and Respondent Jack Song of the City Attorney's Office provided their status reports.

Member Cauthen, seconded by Member Manneh, motioned that the parties report back to the Committee on May 12, 2011.

Public Comment: Tomas Picarello said the matter should be referred back to the full Task Force for non-compliance. Robert Clark agreed with Mr. Picarello.

The motion carried by the following vote.

Ayes: 2 – Cauthen, Manneh

Excused: 1 - Costa

6. 11002 Hearing on the status of the February 22, 2011, Order of Determination regarding #110002_William Clark against the City Attorney's Office

Heard: Complainant William Clark and Respondent Jack Song of the City Attorney's Office provided their status reports.

Member Cauthen, seconded by Member Manneh, motioned to have the matter referred back to the full Task Force.

Public Comment: Robert Clark and Tomas Picarello agreed with the motion.

The motion carried by the following vote.

Ayes: 2 – Cauthen, Manneh

Excused: 1 - Costa

7. Public comment for items not listed on the agenda: Charles Pitts wanted to know the status of Item #4. Mr. Rustom said the item was for the next agenda and should not have appeared on this agenda. Tomas Picarello said staff should email all parties if an item is taken off calendar.

8. Committee Members' Comments, Questions, and Requests for Future Agenda Items: None

Adjournment

There being no further business, the Education, Outreach and Training Committee adjourned at the hour of 5:10 p.m.

This meeting has been audio recorded and is on file in the Office of the Sunshine Ordinance Task Force, Rm. 244, City Hall, No. 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102, Phone 554-7724 and at <http://www.sfbos.org/index.aspx?page=9811>

May 12, 2011

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
REGULAR MEETING
AGENDA**

Thursday, May 12, 2011
5:00 p.m., City Hall, Room 406

GOVERNMENT
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MAY 10 2011

Committee Members: Jay Costa (Chair), Suzanne Manneh

Call to Order; Roll Call; Agenda Changes:

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1. Adoption of April 14, 2011, regular meeting minutes (attachment) (action item) (5 min)
2. 10054 Hearing on the status of the January 25, 2011, Order of Determination regarding #10054_Ray Hartz against the Library Commission. (action item) (attachment) (15 min)
3. 11001 Hearing on the status of the February 22, 2011, Order of Determination regarding #110001_William Clark against the City Attorney's Office. (action item) (attachment) (15 min)
4. Public comment for items not listed on the agenda (no attachment)
5. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

**Adjournment
2011**

Next regularly scheduled meeting: June 9,

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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2. City responds	Up to 5 minutes
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3. Matter is with the Task Force for discussion and questions.
4. Respondent and Complainant presents clarification/rebuttal Up to 3 minutes
5. Matter is with the Task Force for motion and deliberation.
6. Public comment (*Excluding Complainant & City response, witnesses*) Up to 3 minutes each
7. Vote by Task Force (*Public comment at discretion of chair on new motion and/or on new motion if vote fails.*)

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

May 12, 2011

SUNSHINE ORDINANCE TASK FORCE EDUCATION, OUTREACH AND TRAINING COMMITTEE MINUTES

Thursday, May 12, 2011
5:00 p.m., City Hall, Room 406

Committee Members: Jay Costa (Chair), Suzanne Manneh

Call to Order: 5:22 p.m.

Roll Call: Present: Manneh, Costa

Agenda Changes: None

Deputy City Attorney: Jerry Threet (not present)

Clerk: Chris Rustom

1. Adoption of April 14, 2011, regular meeting minutes.

Member Manneh, seconded by Chair Costa, motioned to approve the minutes.

Public Comment: None

The motion carried by the following vote.

Ayes: 2 – Manneh, Costa

2. 10054 Hearing on the status of the January 25, 2011, Order of Determination regarding #10054 – Ray Hartz against the Library Commission.

Member Manneh, seconded by Chair Costa, motioned to forward the matter back to the Task Force.

Public Comment: None

The motion carried by the following vote.

Ayes: 2 – Manneh, Costa

3. 11001 Hearing on the status of the February 22, 2011, Order of Determination regarding #11001 – William Clark against the City Attorney's Office.

Member Manneh, seconded by Chair Costa, motioned to forward the matter back to the Task Force.

Public Comment: None

The motion carried by the following vote.

Ayes: 2 – Manneh, Costa

4. Public comment for items not listed on the agenda:

Ray Hartz said people ought to be able to voice their opinions at public meetings. Some departments, he said, manipulate the agenda when they see many people in the audience. They go into long closed sessions and by the time they finish, the majority of the audience

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has left, allowing them to rush through the agenda.

William Clark said the Arts Commission has stationed a police presence at their meetings following an exchange between his brother and commission representatives.

Robert Clark said he and his twin brother started the Street Artists program 40 years ago and are on top of the financial situation ever since. Currently, he said, he and his brother are having problems with the City Attorney's Office over information regarding an alleged embezzlement.

5. Committee Members' Comments, Questions, and Requests for Future Agenda Items:

Members discussed previous agenda items including the Sunshine Award and Facebook presence.

Adjournment

There being no further business, the Education, Outreach and Training Committee adjourned at the hour of 6:23 p.m.

This meeting has been audio recorded and is on file in the Office of the Sunshine Ordinance Task Force, Rm. 244, City Hall, No. 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102, Phone 554-7724 and at <http://www.sfbos.org/index.aspx?page=9811>

June 9, 2011

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
REGULAR MEETING
AGENDA**

Thursday, June 9, 2011
4:00 p.m., City Hall, Room 406

06-07-11 10:08:11 AM PDT
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Committee Members: Jay Costa (Chair), Suzanne Manneh

JUN - 7 2011

Call to Order; Roll Call; Agenda Changes:

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1. Adoption of May 12, 2011, regular meeting minutes. (attachment) (action item) (5 min)
2. 10067 Hearing on the status of the February 22, 2011, Order of Determination regarding #10067_Charles Pitts against the Local Homeless Coordinating Board. (action item) (attachment) (15 min)
3. 11010 Hearing on the status of the May 16, 2011, Order of Determination regarding #11010-12_Jason Grant Garza v Haight-Ashbury Free Clinic. (action item) (attachment) (15 min)
4. 11011 11012 Public comment for items not listed on the agenda (no attachment)
5. 11012 Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

**Adjournment
2011**

Next regularly scheduled meeting: July 14,

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM

244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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City and County of San Francisco

Sunshine Ordinance Task Force - Education Outreach and Training Committee

June 9, 2011 (draft)

SUNSHINE ORDINANCE TASK FORCE EDUCATION, OUTREACH AND TRAINING COMMITTEE DRAFT MINUTES

Thursday, June 9, 2011
5:00 p.m., City Hall, Room 406

Committee Members: Jay Costa (Chair), Suzanne Manneh

Call to Order: 5:05 p.m.

Roll Call: Present: Manneh, Costa

Agenda Changes: None

Deputy City Attorney: Jerry Threatt (not present)

Clerk: Chris Rustom

1. Adoption of May 12, 2011, regular meeting minutes.

Starts about 0:00:20 **Member Manneh, seconded by Chair Costa, motioned to approve the minutes.**

Public Comment: None

The motion carried by the following vote.

Ayes: 2 – Manneh, Costa

2. 10067 Hearing on the status of the February 22, 2011, Order of Determination regarding #10067 – Charles Pitts against the Local Homeless Coordinating Board.

Starts about 0:01:00 Complainant Charles Pitts and Respondent Alison Schlageter provided the committee with an update.

Public Comment: Jason Grant Garza said the Sunshine Ordinance is 20 years old and by now all City employees should know what it demands.

No further action was taken. Matter concluded. Without objection.

3. 11010 Hearing on the status of the May 16, 2011, Order of Determination regarding #11010-12 – Jason Grant Garza v Haight-Ashbury Free Clinic.

Starts about 0:18:55 Respondent Jason Grant Garza provided an update on his complaint. The Haight-Ashbury Free Clinic was not represented. No one in the audience spoke or presented facts in support of the Respondent.

Chair Costa announced that City contract requirements state that non-profits are only subject to Chapter 12L and Section 67.24(e) of the Administrative Code.

Public Comment: Charles Pitts said the contract should be reviewed, a City Attorney opinion should be requested, and the matter sent back to the full Task Force.

No further action was taken. Matter concluded. Without objection.

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4. Public comment for items not listed on the agenda:
Starts about 0:33:37 Jason Grant Garza said the City should not hand out money to non-profits who are not accountable to sunshine.

5. Committee Members' Comments, Questions, and Requests for Future Agenda Items:
Starts about 0:34:72 Mr. Rustom said the Shelter Monitoring Committee is requesting a sunshine training session to be held in July or September.

Adjournment

There being no further business, the Education, Outreach and Training Committee adjourned at the hour of 5:47 p.m.

This meeting has been audio recorded and is on file in the Office of the Sunshine Ordinance Task Force, Rm. 244, City Hall, No. 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102, Phone 554-7724 and at <http://www.sfbos.org/index.aspx?page=9811>

July 14, 2011

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
REGULAR MEETING
AGENDA**

Thursday, July 14, 2011
4:00 p.m., City Hall, Room 406

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JUL 11 2011

Committee Members: Jay Costa (Chair), Suzanne Manneh

Call to Order; Roll Call; Agenda Changes:

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1. Adoption of June 9, 2011, regular meeting minutes. (attachment) (action item) (5 min)
2. 11017 Hearing on the status of the May 18, 2011, Order of Determination regarding Tomas Picarello v Supervisor Carmen Chu. (action item) (attachment) (15 min)
3. 10021 Hearing on the status of the May 24, 2011, Order of Determination regarding Debra Benedict against the Tides Center. (action item) (attachment) (15 min)
4. 11034 Hearing on the status of the May 24, 2011, Order of Determination regarding Frank McDowell against the San Francisco Municipal Transportation Agency. (action item) (attachment) (15 min)
5. Public comment for items not listed on the agenda (no attachment)
6. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

**Adjournment
11, 2011**

Next regularly scheduled meeting: Aug.

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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August 11, 2011, EOT meeting cancelled

sotf@sfgov.org [sotf@sfgov.org]

Sent: Monday, August 08, 2011 4:33 PM

The meeting for the Sunshine Ordinance Task Force's August 11, 2011, Education, Outreach & Training Committee meeting is cancelled.

Chris Rustom
Sunshine Ordinance Task Force
1 Dr. Carlton B. Goodlett Place
City Hall, Room 244
San Francisco, CA 94102-4689
OFC: (415) 554-7724
FAX: (415) 554-7854
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September 8, 2011

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
REGULAR MEETING
AGENDA**

09-02-11 PG3-58-REV0

Thursday, September 8, 2011
4:00 p.m., City Hall, Room 406

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SEP - 2 2011

Committee Members: Jay Costa (Chair), Suzanne Manneh, Jackson West

Call to Order; Roll Call; Agenda Changes:

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1. Adoption of July 14, 2011, regular meeting minutes. (attachment) (action item) (5 min)
2. 10050 Hearing on the status of the January 20, 2011, Order of Determination regarding Ray Hartz v Police Commission. (action item) (attachment) (15 min)
3. Sunshine presentation at Shelter Monitoring Committee for one hour on September 21. (no attachment) (discussion and possible action) (15 min)
4. Public comment for items not listed on the agenda (no attachment)
5. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

**Adjournment
13, 2011**

Next regularly scheduled meeting: Oct.

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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3. Matter is with the Task Force for discussion and questions.
4. Respondent and Complainant presents clarification/rebuttal Up to 3 minutes
5. Matter is with the Task Force for motion and deliberation.
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October 13, 2011

**SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
REGULAR MEETING
AGENDA**

10-07-11P03:32 RCV'D

Thursday, October 13, 2011
4:00 p.m., City Hall, Room 406

GOVERNMENT
DOCUMENTS DEPT

OCT - 7 2011

Committee Members: Jay Costa (Chair), Suzanne Manneh, Jackson West

Call to Order; Roll Call; Agenda Changes:

SAN FRANCISCO
PUBLIC LIBRARY

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10/13/11

1. Adoption of September 8, 2011, regular meeting minutes. (attachment) (action item) (5 min)
2. Outreach to the press regarding Sunshine Ordinance Task Force activities. (discussion and action item) (no attachment) (15 min)
3. Sunshine presentations. (no attachment) (discussion and action item) (15 min)
4. Public comment for items not listed on the agenda (no attachment)
5. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

**Adjournment
2011**

Next regularly scheduled meeting: Nov. 10,

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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November 10, 2011

11-08-11P02:51 RCV'D

SUNSHINE ORDINANCE TASK FORCE
EDUCATION, OUTREACH AND TRAINING COMMITTEE
REGULAR MEETING
AGENDA

Thursday, November 10, 2011
4:00 p.m., City Hall, Room 406

GOVERNMENT
DOCUMENTS DEPT

NOV - 8 2011

Committee Members: Jay Costa (Chair), Suzanne Manneh, Jackson West

Call to Order; Roll Call; Agenda Changes:

SAN FRANCISCO
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1. Adoption of October 13, 2011, regular meeting minutes. (attachment) (action item) (5 min)
2. **11046** Hearing on the status of the October 25, 2011, Order of Determination of Charles Pitts v Shelter Monitoring Committee. (discussion and action item) (attachment) (15 min)
3. Outreach to the press regarding Sunshine Ordinance Task Force activities. (discussion and action item) (no attachment) (15 min)
4. Sunshine presentations. (no attachment) (discussion and action item) (15 min)
5. Public comment for items not listed on the agenda (no attachment)
6. Committee Members' Comments, Questions, and Requests for Future Agenda Items (no attachment)

Adjournment

Next regularly scheduled meeting: Dec. 8, 2011

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December 8, 2011

**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach & Training Committee
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Hearing Room 406
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

12-06-11A08:13 RCV

December 8, 2011 – 4:00 PM

Regular Meeting

GOVERNMENT
DOCUMENTS DEPT

Members: Jay Costa (Chair), Suzanne Manneh, Jackson West

DEC - 6 2011

1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**2. Adoption of November 10, 2011, regular meeting minutes** (Discussion and Action)
(attachment) (approximately 5 minutes)SAN FRANCISCO
PUBLIC LIBRARY**3. File No. 11046:** Hearing on the status of the October 25, 2011, Order of Determination of Charles Pitts v Shelter Monitoring Committee
(Discussion and Action)
(attachment) (approximately 15 minutes)

4. Public Comment (No Action)

5. Announcements, Comments, Questions, and Future Agenda Items (No Action)

6. ADJOURNMENT

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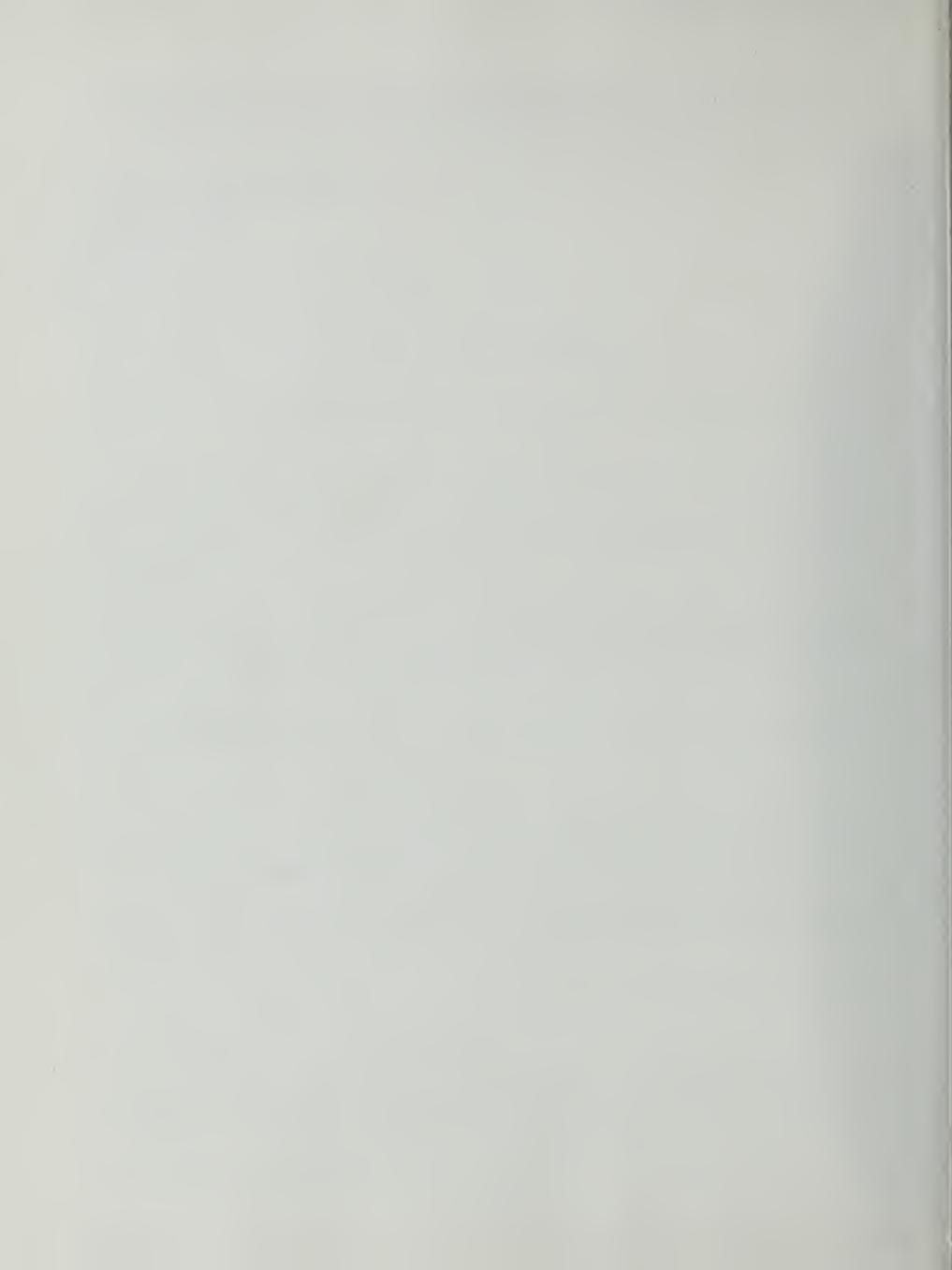
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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach & Training Committee
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Hearing Room 406
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

January 12, 2012 – 4:00 PM

Regular Meeting

Members: Jay Costa (Chair), Suzanne Manneh, Jackson West

- 1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
- 2. The Full Task Force has referred the press release issue back to the Education, Outreach and Training Committee for further discussion. (Discussion and Action) (no attachment) (approximately 15 minutes)**
- 3. Public Comment (No Action)**
- 4. Announcements, Comments, Questions, and Future Agenda Items (No Action)**
- 5. ADJOURNMENT**

01-09-12P03:27 RCVD

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DOCUMENTS DEPT

JAN - 9 2012

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2.	City responds	5 minutes
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3.	Matter is with the Task Force for discussion and questions.	
4.	Respondent and Complainant presents clarification/rebuttal	3 minutes
5.	Matter is with the Task Force for motion and deliberation.	
6.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
7.	Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.)	

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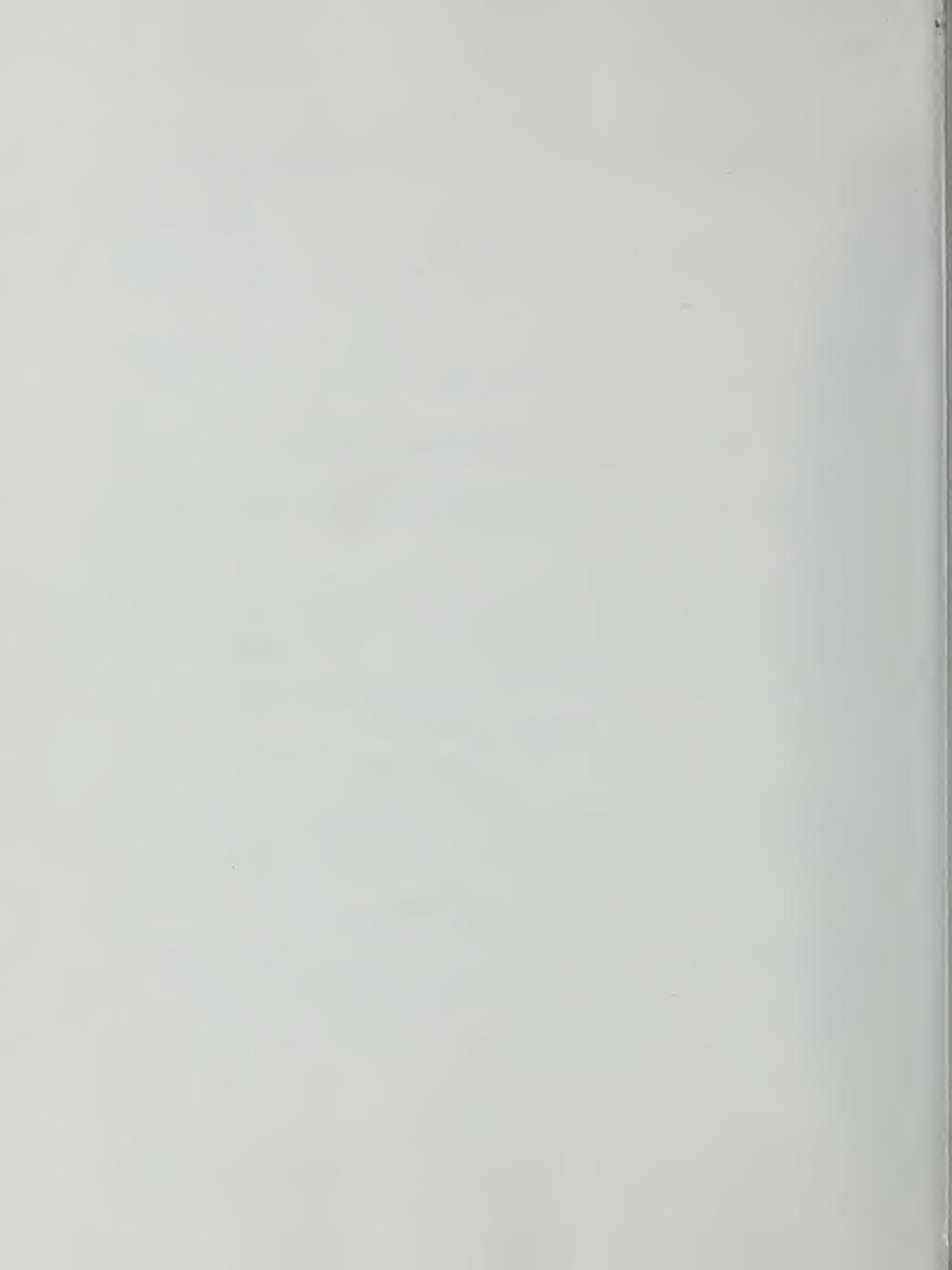
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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach & Training Committee
CITY AND COUNTY OF SAN FRANCISCO
DRAFT MINUTES**

**Hearing Room 406
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689**

GOVERNMENT
DOCUMENTS DEPT

January 12, 2012 – 4:00 PM

MAY 25 2016

Regular Meeting

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Members: Jay Costa (Chair), Suzanne Manneh, Jackson West

1. Call to Order, Roll Call, and Agenda Changes.

The meeting was called to order at 4:02 p.m. All Members were present. There was a quorum.

2. The Full Task Force has referred the press release issue back to the Education, Outreach and Training Committee for further discussion.

Chair Costa lead the discussion regarding the procedure for releasing Task Force related press releases. Member West recommended amending the By-laws to elect a member responsible for press releases.

Member Manneh suggested including a standard statement on each press release regarding the Sunshine Ordinance Task Force.

Chair Costa referred the process on archiving press releases to the Technology Committee.

3. Public Comment.

There were no speakers.

4. Announcements, Comments, Questions, and Future Agenda Items.

Chair Costa suggested beginning outreach to City agencies to present training, regarding the Sunshine Ordinance. The Chair will draft a letter to be sent to all agency Public Information Officers and Custodian of Records staff.

5. ADJOURNMENT

Member Manneh, seconded by Member West, moved to ADJOURN.

There were no speakers. **The motion PASSED without objection.**

There being no further business, the Education, Outreach and Training Committee adjourned.

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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Hearing Room 406
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

February 9, 2012 – 4:00 PM

Regular Meeting

8.4
9/12

1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
2. Sunshine Ordinance Task Force outreach to City agencies. (Discussion and Action) (no attachment) (approximately 15 minutes)
3. **Public Comment:** Members of the public may address the Sunshine Ordinance Task Force (SOTF) on matters that are within SOTF's jurisdiction but not on today's agenda. (No Action)
4. **Announcements, Comments, Questions, and Future Agenda Items** (No Action)
5. **ADJOURNMENT**

02-06-12P03:32 RCVD

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Hearing Procedures

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	Other parties of Complainant present facts and evidence	Up to 3 minutes each
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3.	Matter is with the Task Force for discussion and questions.	
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5.	Matter is with the Task Force for motion and deliberation.	
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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Hearing Room 406
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

February 9, 2012 – 4:00 PM

Regular Meeting

Members: Jay Costa (Chair), Suzanne Manneh, Jackson West

88.4
2/9/12
revised

1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
2. Sunshine Ordinance Task Force outreach to City agencies. (Discussion and Action) (no attachment) (approximately 15 minutes)
3. **Public Comment:** Members of the public may address the Sunshine Ordinance Task Force (SOTF) on matters that are within SOTF's jurisdiction but not on today's agenda. (No Action)
4. **Announcements, Comments, Questions, and Future Agenda Items** (No Action)
5. **ADJOURNMENT**

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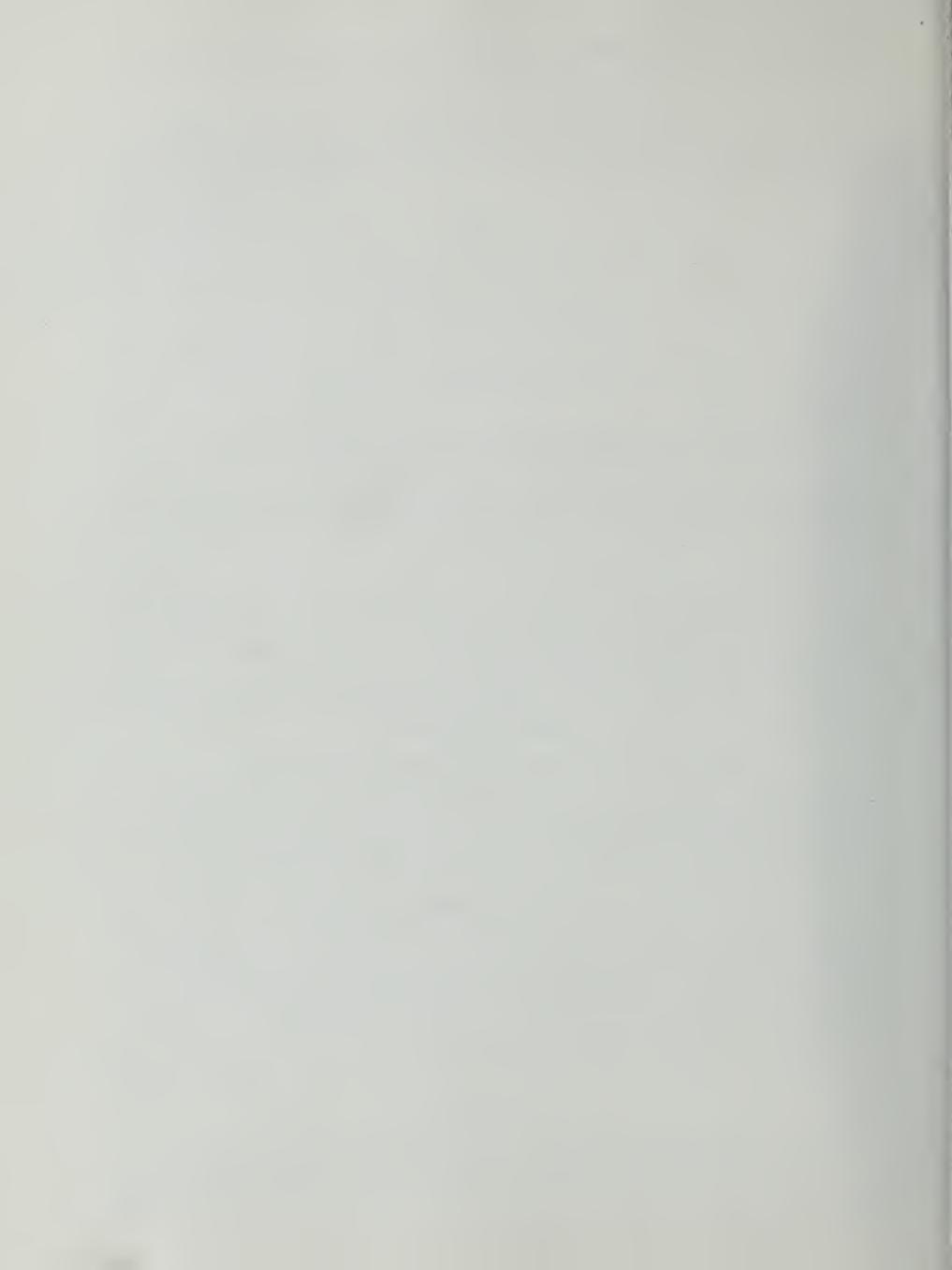
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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
Draft MINUTES**

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

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February 9, 2012 – 4:00 PM
Regular Meeting

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Members: Jay Costa (Chair), Suzanne Manneh 4:17 pm, Jackson West

1. Call to Order, Roll Call, and Agenda Changes. (00:12 - 00:44)

The meeting was called to order at 4:10 p.m. Member Manneh was noted absent. There was a quorum. Member Manneh was noted present at 4:17 p.m.

2. Sunshine Ordinance Task Force Outreach to City Agencies (00:45 - 07:18)

Chair Costa provided an overview of prior objectives to obtain best methods to contact proper City agency representatives, in order to educate City agencies on the provisions of the Sunshine Ordinance on an ongoing basis and to keep repeat agency violators in compliance. To build relationships with their records contacts, Member West discussed compiling a list of agencies' Custodians and a list of best practices for handling Sunshine complaints in a timely, efficient manner. Sunshine Ordinance Task Force Administrator will supply a list of agency contacts.

3. Public Comment (07:18 - 22:59)

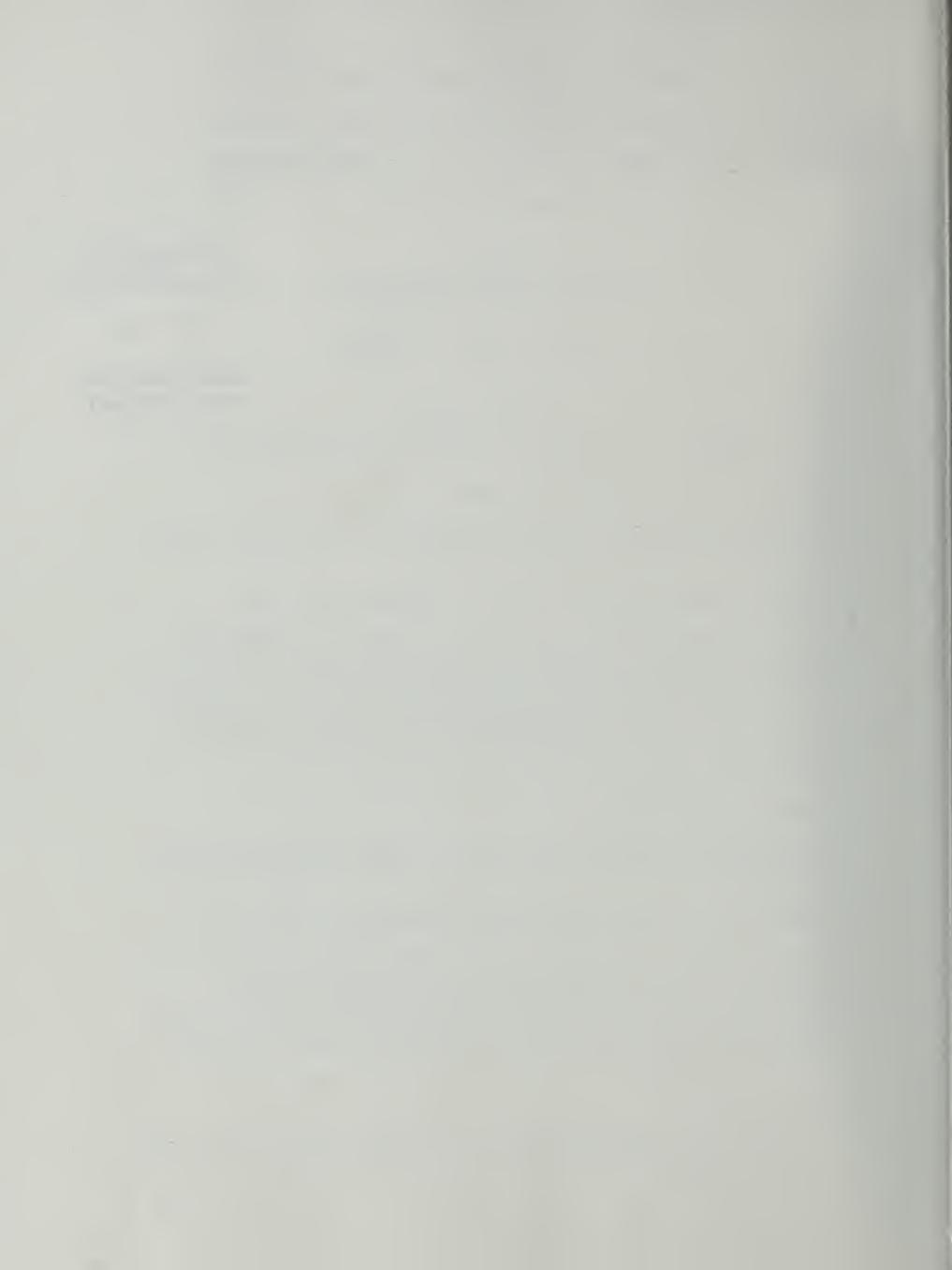
David Pilpel; expressed suggestions on outreach practices and available lists of City agency representatives.

4. Announcements, Comments, Questions, and Future Agenda Items (23:00. - 27:33)

Chair Costa indicated a vote on the division of labor and responsibility among Members for the Sunshine Ordinance Task Force Outreach project to take at the next meeting; consideration of changing the regularly scheduled meetings of Education, Outreach and Training Committee; to research a complainant case that was to be scheduled as an item for Education, Outreach and Training Committee, according to the December and/or January special meeting minutes.

5. Adjournment (27:34)

There being no further business, the Education, Outreach and Training Committee adjourned at the hour of 4:41 p.m.



SUNSHINE ORDINANCE
TASK FORCE



City Hall

1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. (415) 554-7724
Fax No. 415) 554-7854
TDD/TTY No. (415) 554-5227

NOTICE OF CANCELLED MEETING
EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

F
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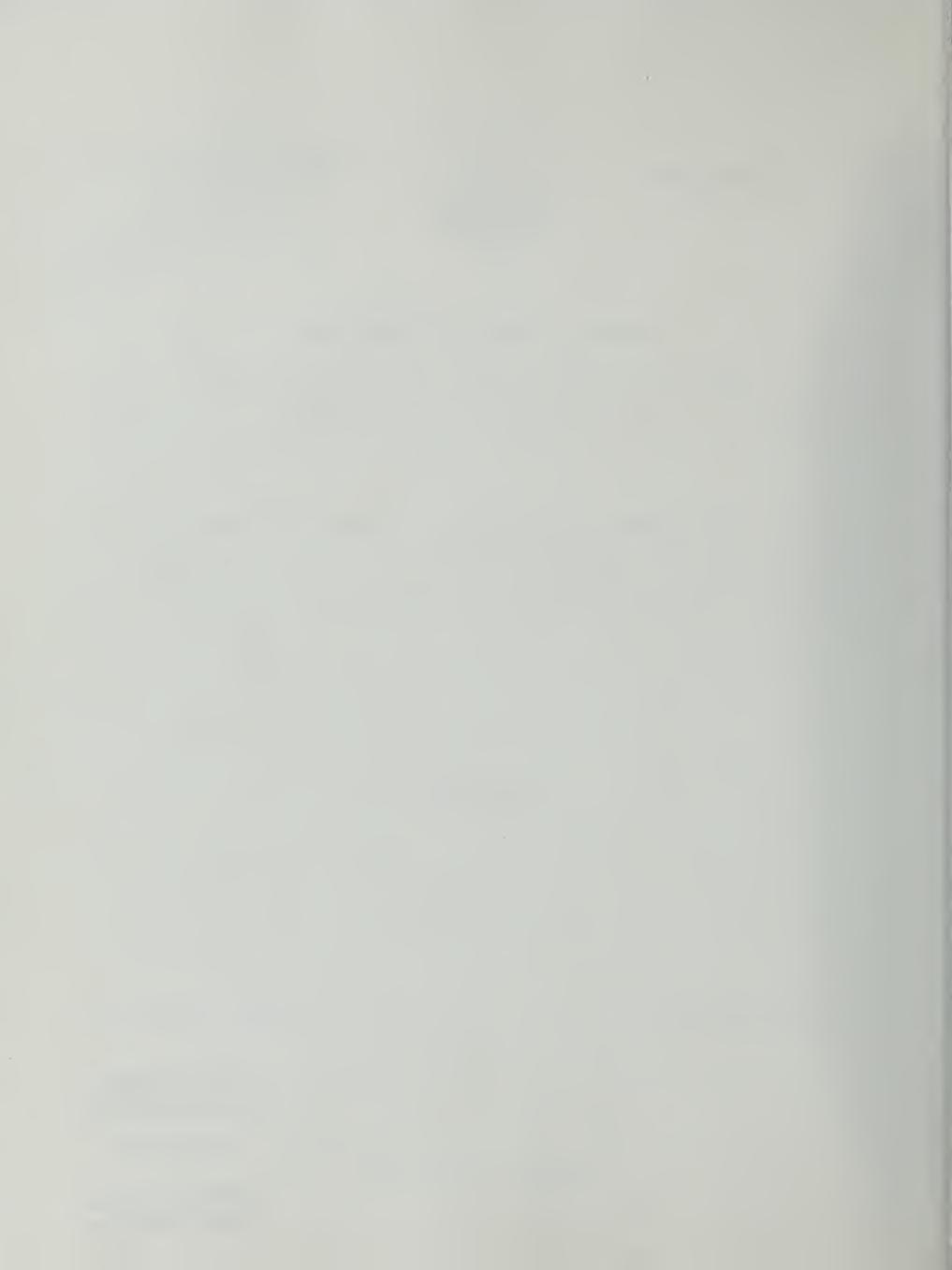
NOTICE IS HEREBY GIVEN that the meeting of the Education Outreach and Training Committee scheduled for Thursday, March 15, 2012, at 4:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 406, City Hall, San Francisco, California, has been **cancelled**.

Andrea Ausberry,
Administrator

POSTED: March 6, 2012

03-06-12A10:48 RCVD

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NOTICE OF CANCELLED MEETING
EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

38.3
1
1/12/12
cancelled

NOTICE IS HEREBY GIVEN that the meeting of the Education Outreach and Training Committee scheduled for Thursday, April 12, 2012, at 4:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 406, City Hall, San Francisco, California, has been **cancelled**.

Andrea Ausberry,
Administrator

POSTED: April 10, 2012

04-10-12P10:58 (RCWD)

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SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
AGENDA

Hearing Room 406
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

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MAY - 4 2012

May 10, 2012 – 4:00 PM

Regular Meeting

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Members: Jay Costa (Chair), Suzanne Manneh, Jackson West

1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
2. **File No. 11085:** Hearing on the status of the December 14, 2011, Order of Determination of the Library Users Association against the Arts Commission for not providing the draft minutes of a meeting. (*Discussion and Action*) (*attachment*) (*approximately 15 minutes*)
3. **File No. 12003:** Hearing on the status April 4, 2012, Order of Determination of the Library Users Association against the Arts Commission for allegedly not allowing provisions for general public comment about the Bernal Heights Branch Library Mural. (*Discussion and Action*) (*attachment*) (*approximately 15 minutes*)
4. Outreach to City agencies. (*Discussion and Action*) (*approximately 15 minutes*)
5. Division of labor among the Education, Outreach and Training Committee. (*Discussion and Action*) (*approximately 15 minutes*)
6. **Public Comment:** Members of the public may address the Sunshine Ordinance Task Force (SOTF) on matters that are within SOTF's jurisdiction but not on today's agenda. (*No Action*)
7. **Announcements, Comments, Questions, and Future Agenda Items** (*No Action*)
8. **ADJOURNMENT**

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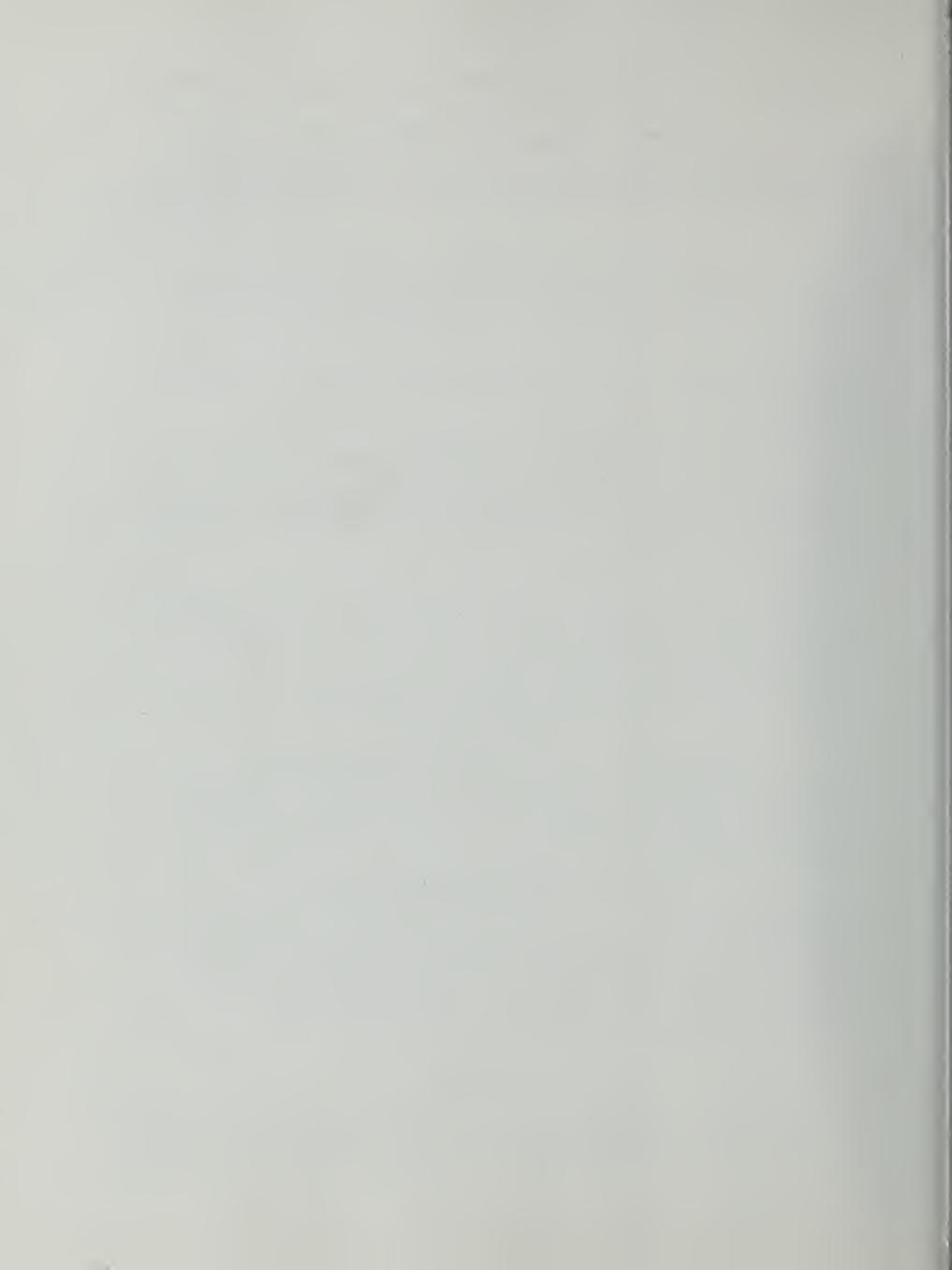
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CITY & COUNTY OF SAN FRANCISCO

May 10, 2012

SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
DRAFT MINUTES

Hearing Room 406
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

May 10, 2012 – 4:00 PM

Regular Meeting

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MAY 25 2016

Members: Jay Costa (Chair),
Suzanne Manneh, Jackson West

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1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES

The meeting was called to order at 4:16 p.m. Member Manneh was noted present at 4:10 p.m. Member West was noted absent. There was a quorum.

2. File No. 11085: Hearing on the status of the December 14, 2011, Order of Determination of the Library Users Association against the Arts Commission for not providing the draft minutes of a meeting.

The complainant was noted absent. The respondent, Ms. Zoe Taleporos, was present. Ms. Taleporos told the Education, Outreach and Training committee that the Arts Commission staff completed Sunshine Ordinance training in 2011, with their City Attorney and that all measures have been taken to ensure that staff responds to requests in a timely fashion. Ms. Taleporos presented an example of draft minutes since the original complaint was filed as well as a communication between the Arts Commission and The Library Users Association responding to an immediate disclosure request dated October 27, 2011. She said this communication demonstrates how she and her colleagues are dedicated to complying with the Sunshine Ordinance. Chair Costa informed Ms. Taleporos that, when seeking to train the Arts Commission on matters of Sunshine, she and her colleagues should be aware that there are certain issues about which the Sunshine Ordinance Task Force and the City Attorney disagree. He encouraged her to contact the Education, Outreach and Training Committee should she have any questions or requests for clarifications, going forward.

3. File No. 12003: Hearing on the status April 4, 2012, Order of Determination of the Library Users Association against the Arts Commission for allegedly not allowing provisions for general public comment about the Bernal Heights Branch Library Mural.

The Complainant was noted absent. The respondent, Ms. Zoe Taleporos, was present. Ms. Taleporos said that the Arts Commission has improved their practices of public comment, and it's now part of the agenda. She presented recent Arts Commission meeting agendas that illustrate this change and said they have expanded their agenda to now include approximate presentation time. Chair Costa shared public comment practices of the Sunshine Ordinance Task Force, where public comment is listed towards the end of the agenda, but is required to be taken an hour into the meeting (at 5:00 pm) or as soon thereafter as possible and suggested the Arts Commission consider adopting a similar approach.

4. Outreach to City agencies.

Chair Costa and Member Manneh discussed the importance to reaching out to city agencies, and mentioned that some agencies may not be

aware that we want to work with them. Chair Costa is compiling a list of city agencies and their contacts (i.e. custodian of records) that will better assist with and inform the outreach process. Member Manneh extended an offer to help moving this forward.

5. Division of labor among the Education, Outreach and Training Committee.

Chair Costa outlined his vision for this division of labor to be a three-pronged approach, which would involve members of the Education, Outreach and Training committee to reach out to members of the press, city agencies, and the public. He suggested that it would be better to wait on making substantive decisions until new members of the Full Task Force are appointed. Member Manneh said she would help with reaching out to members of the press, and ethnic communities.

6. Public Comment Members of the public may address the Compliance and Amendments Committee on matters that are within Sunshine Ordinance Task Force's jurisdiction but not on today's agenda. (4:35 p.m.)

David Pilpel expressed disappointment that there will no longer be a clerk at the Education, Outreach, and Training Committee meetings. He also suggested that the full Sunshine Ordinance Task Force spend less time on complaints and hold two shorter meetings a month, instead of one long meeting.

Chair Costa recognized Mr. Pilpel's concerns and stated that the Sunshine Ordinance Task Force Procedures are not optimally structured.

7. Announcements, Comments, Questions, and Future Agenda Items (2:50 - 2:54)

Member Manneh suggested that the Education, Outreach, and Training Committee identify city agencies that would benefit most from a Sunshine Training and schedule those in the near future, but recognized that no action on this should be taken until all the renewals and reappointments for the full Task Force are final.

8. ADJOURNMENT

There being no further business, the Education, Outreach and Training Committee adjourned at the hour of 4:46 p.m.

There were no speakers. The motion PASSED without objection.

SUNSHINE ORDINANCE
TASK FORCE



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. (415) 554-7724
Fax No. 415) 554-7854
TDD/TTY No. (415) 554-5227

NOTICE OF CANCELLED MEETING
EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

F
88.4
#1
6/14/12
cancelled

NOTICE IS HEREBY GIVEN that the meeting of the Education Outreach and Training Committee scheduled for Thursday, June 14, 2012, at 4:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 406, City Hall, San Francisco, California, has been **cancelled**.

Andrea Ausberry,
Administrator

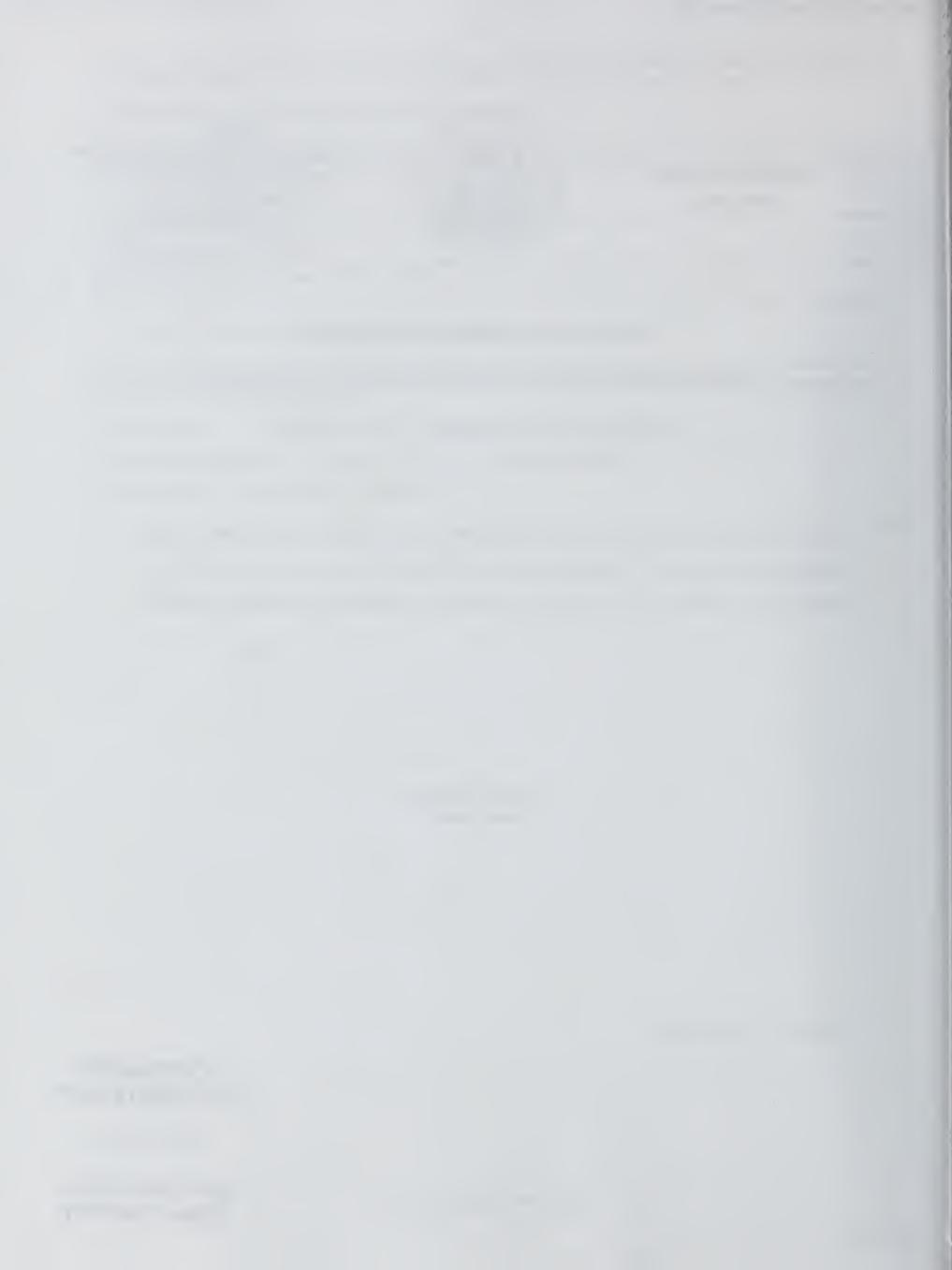
POSTED: June 12, 2012

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NOTICE OF CANCELLED MEETING
EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

NOTICE IS HEREBY GIVEN that the meeting of the Education Outreach and Training Committee scheduled for Thursday, July 12, 2012, at 4:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 406, City Hall, San Francisco, California, has been **cancelled**.

8.4
1
1/1/12
2012/07/12
Andrea Ausberry,
Administrator

07-09-13 09:03 AM (EST)

POSTED: July 9, 2012

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EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

88.4
1970
cancelled
NOTICE IS HEREBY GIVEN that the meeting of the Education Outreach and Training Committee scheduled for Thursday, August 9, 2012, at 4:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 406, City Hall, San Francisco, California, has been **cancelled**.

Andrea Ausberry,
Administrator

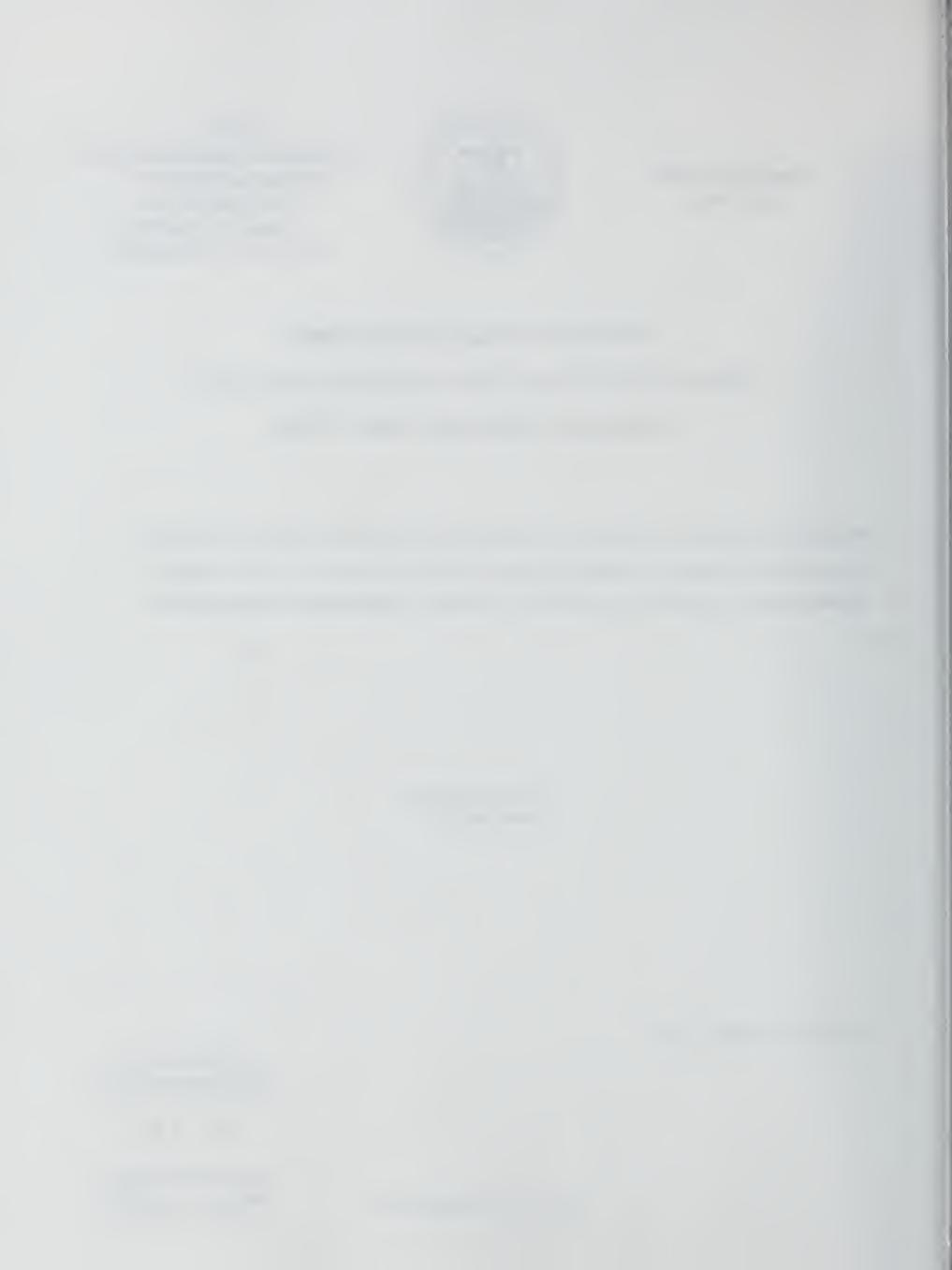
POSTED: August 2, 2012

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September 13, 2012 - Canceled

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**NOTICE OF CANCELLED MEETING
EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE**

NOTICE IS HEREBY GIVEN that the meeting of the Education Outreach and Training Committee scheduled for Thursday, September 13, 2012, at 4:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 406, City Hall, San Francisco, California, has been cancelled.

Andrea Ausberry,
Administrator

POSTED: September 6, 2012

SUNSHINE ORDINANCE
TASK FORCE



City Hall

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San Francisco 94102-4689
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NOTICE OF CANCELLED MEETING

EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

NOTICE IS HEREBY GIVEN that the meeting of the Education Outreach and Training Committee scheduled for Thursday, October 11, 2012, at 4:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 406, City Hall, San Francisco, California, has been **cancelled**.

10/12
cancelled
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Andrea Ausberry,
Administrator

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NOTICE OF CANCELLED MEETING
EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

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18/12
cancelled
NOTICE IS HEREBY GIVEN that the meeting of the Education Outreach and Training Committee scheduled for Thursday, November 8, 2012, at 4:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 406, City Hall, San Francisco, California, has been **cancelled**.

Andrea Ausberry,
Administrator

POSTED: November 5, 2012

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NOTICE OF CANCELLED MEETING

EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

NOTICE IS HEREBY GIVEN that the meeting of the Education Outreach and Training Committee scheduled for December 13, 2012, at 4:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 406, City Hall, San Francisco, California, has been **cancelled**.

Andrea Ausberry,
Administrator

POSTED: December 10, 2012

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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Hearing Room 406
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

December 13, 2012 – 5:30 PM

Rescheduled Meeting

NOTICE IS HEREBY GIVEN that the regularly scheduled meeting of the Education, Outreach and Training Committee on Thursday, December 13, 2012, at 4:00 p.m., has been RESCHEDULED to Thursday, December 13, 2012, at 5:30 p.m.

*8.4
11/3/12
rescheduled*
Members: David Pilpel (Chair), Todd David,
Suzanne Manneh, Bruce Oka

1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
2. Committee Work Plan, Goals, and Assignments. *(Discussion and/or Action)*
3. **Public Comment:** Members of the public may address the Sunshine Ordinance Task Force Committee on matters that are within Sunshine Ordinance Task Force Committee's jurisdiction but not on today's agenda. *(No Action)*
4. **ADJOURNMENT**

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Agenda Item Information

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Each member of the public who is unable to attend the public meeting or hearing may submit to the City, by the time the hearing begins, written comments regarding the subject of the meeting or hearing. These comments will be made a part of the official public record.

Hearing Procedures

1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant present facts and evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
	<i>Above total speaking times for Complainant and City to be the same.</i>	
3.	Matter is with the Task Force for discussion and questions.	
4.	Respondent and Complainant presents clarification/rebuttal	3 minutes
5.	Matter is with the Task Force for motion and deliberation.	
6.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
7.	Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.)	

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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Hearing Room 406
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

December 13, 2012 – 5:30 PM

Special Meeting

Members: David Pilpel (Chair), Todd David,
Suzanne Manneh, Bruce Oka

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12/13/12
Special

- 1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
- Committee Work Plan, Goals, and Assignments. *(Discussion and/or Action)*
- 3. Public Comment:** Members of the public may address the Sunshine Ordinance Task Force Committee on matters that are within Sunshine Ordinance Task Force Committee's jurisdiction but not on today's agenda. *(No Action)*
- 4. ADJOURNMENT**

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SUNSHINE ORDINANCE TASK FORCE

Education, Outreach and Training Committee

CITY AND COUNTY OF SAN FRANCISCO

DRAFT MINUTES

Hearing Room 406
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

December 13, 2012 – 5:30 PM

Special Meeting

Members: David Pilpel (Chair), Todd David,
Suzanne Manneh, Bruce Oka

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1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES.

The meeting was called to order at 5:36 pm. Member Oka was noted absent. There was a quorum.

2. Committee Work Plan, Goals, and Assignments.

Chair Pilpel discussed the need to work on pending items and unfinished business before the Sunshine Ordinance Task Force and which pending items should be referred to subcommittees.

Chair Pilpel discussed the need for the Education Outreach and Training Committee to adopt past minutes.

Chair Pilpel discussed the need for the Education Outreach and Training Committee to work specifically with the Police Dept to help the department develop procedures to comply with the Sunshine Ordinance.

Chair Pilpel expressed his desire for the Education Outreach and Training Committee to be proactive with City agencies, community partners, and the public to encourage and educate these different groups about the Sunshine Ordinance.

Chair Pilpel stated that the Sunshine Ordinance Task Force website needs to be updated to be useful and more user friendly.

Chair Pilpel stated that ideally all City departments should have Sunshine Ordinance information uniformly displayed. Furthermore, he commented that best practices should be followed, modeled and taught to different City agencies.

Members David and Manneh were in agreement with Chair Pilpel on these items.

The Following Responsibilities were assigned to Education Outreach and Training Committee members:

Chair Pilpel--Outreach to the City Family

Member Manneh--Outreach to the news media

Member David--Outreach to the general public

Member Oka-- Outreach to the disabled community

Outreach to CBOs and Community Groups should be a shared responsibility of all members of the Education Outreach and Training Committee.

The committee held a short discussion regarding whether the Sunshine Ordinance Task Force should be covered by SFGTV. It was agreed that the Education Outreach and Training Committee should research the costs and have further discussions surrounding the positives and negatives of the issue.

Chair Pilpel mentioned that non-city bodies and agencies (non-profits) subject to 12-L should be discussed at a future Education Outreach and Training Committee meeting.

Chair Pilpel mentioned that technology is an issue that should be discussed at a future Education Outreach and Training Committee meeting.

The Education Outreach and Training Committee was in agreement that ideally future meetings would be held on a day, Monday through Thursday, with Thursday being preferred; the later the start time, the better for Education Outreach and Training Committee members.

3. Public Comment.

There were no speakers.

4. ADJOURNMENT

There being no further business, the Education, Outreach and Training Committee adjourned at the hour of 6:37 pm.

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Public Comment

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7. Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.)	

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TASK FORCE



City Hall
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San Francisco 94102-4689
Tel. No. (415) 554-7724
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TDD/TTY No. (415) 554-5227

NOTICE OF CANCELLED MEETING
EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

8.4
10/13
cancel
NOTICE IS HEREBY GIVEN that the meeting of the Education Outreach and Training Committee scheduled for January 10, 2013 at 4:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 406, City Hall, San Francisco, California, has been **cancelled**.

Andrea Ausberry,
Administrator

POSTED: January 4, 2013

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NOTICE OF CANCELLED MEETING
EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

NOTICE IS HEREBY GIVEN that the meeting of the Education Outreach and Training Committee scheduled for February 14, 2013, at 4:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 406, City Hall, San Francisco, California, has been **cancelled**.

Andrea Ausberry,
Administrator

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FEB 06 2013

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POSTED: February 6, 2013

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NOTICE OF CANCELLED MEETING
EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

NOTICE IS HEREBY GIVEN that the meeting of the Education Outreach and Training Committee scheduled for March 14, 2013 at 4:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 406, City Hall, San Francisco, California, has been **cancelled**.

Andrea Ausberry,
Administrator

POSTED: March 12, 2013

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NOTICE OF CANCELLED MEETING

EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

NOTICE IS HEREBY GIVEN that the meeting of the Education Outreach and Training Committee scheduled for April 11, 2013 at 4:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 406, City Hall, San Francisco, California, has been **cancelled**.

4/11/13
needed
Andrea Ausberry,
Administrator

POSTED: April 2, 2013

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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

04-26-13P01:16 RCVD

April 29, 2013 – 3:00 PM

Special Meeting

GOVERNMENT
DOCUMENTS DEPT

Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland

APR 26 2013

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pecial

- 1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
- 2. File No. 11084:** Hearing on the status of the December 14, 2011, Order of Determination of Library Users Association against the Arts Commission for not providing an audio recording of a meeting. *(approximately 30 minutes) (Discussion and Possible action) (attachment)*
- 3. File No. 12004:** Hearing on the status of the April 4, 2012, Order of Determination of Library Users Association against the Arts Commission for restricting appointments to one hour, in the middle of the afternoon, to listen to recordings of meetings referring to the Bernal Heights Branch Library Mural. *(approximately 30 minutes) (Discussion and Possible action) (attachment)*
- 4. File No. 12007:** Hearing on the status of the April 4, 2012, Order of Determination of Library Users Association against Supervisor Campos for responding late to an immediate disclosure request and redacting information from Bernal Heights Branch Library Mural related documents inappropriately. *(approximately 30 minutes) (Discussion and Possible action) (attachment)*
- 5. Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction but not on today's agenda. *(No Action)*
- 6. Approval of Minutes from the May 10, 2012, regular meeting.** *(Discussion and Action) (attachment)*
- 7. Announcements, Comments, Questions, and Future Agenda Items.**
- 8. ADJOURNMENT**

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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
DRAFT MINUTES**

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

April 29, 2013 – 3:00 PM

Special Meeting

Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland

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1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES

The meeting was called to order at 3:05 p.m. Member Hyland was noted absent. There was a quorum. Member Hyland was noted present at 3:10 p.m.

2. File No. 11084: Hearing on the status of the December 14, 2011, Order of Determination of Library Users Association against the Arts Commission for not providing an audio recording of a meeting.

Peter Warfield (Complainant) provided an overview of the status of the record requested. Sharon Page-Ritchie (Respondent) provided an update of the Arts Commission's compliance with the Order of Determination. Complainant and Respondent responded to questions raised throughout the discussion. Respondent waived rebuttal. Complainant provided a rebuttal.

Speakers: Ray Hartz, Jr. expressed concern of the Arts Commission not having knowledge of 14 year old ordinance requirement to record its meetings.

No further action was taken. **Due to Lack of Motion, Matter CONCLUDED.**

3. File No. 12004: Hearing on the status of the April 4, 2012, Order of Determination of Library Users Association against the Arts Commission for restricting appointments to one hour, in the middle of the afternoon, to listen to recordings of meetings referring to the Bernal Heights Branch Library Mural.

Peter Warfield (Complainant) provided an overview of the status of the records requested and restriction of appointments. Sharon Page-Ritchie (Respondent) provided an update of the Arts Commission's compliance with the Order of Determination. Complainant and Respondent responded to questions raised throughout the discussion. Respondent waived rebuttal. Complainant waived rebuttal.

Speakers: Ray Hartz, Jr. expressed it's unacceptable of the Arts Commission's commissioners to conduct business without adhering to the Sunshine Ordinance and training.

No further action was taken. **Due to Lack of Motion, Matter CONCLUDED.**

4. **File No. 12007:** Hearing on the status of the April 4, 2012, Order of Determination of Library Users Association against Supervisor Campos for responding late to an immediate disclosure request and redacting information from Bernal Heights Branch Library Mural related documents inappropriately.

Respondent requested a continuance; due to a knowledgeable representative from Supervisor Campos' Office not being present.

Member David, seconded by Member Hyland, moved to CONTINUE TO THE CALL OF THE CHAIR.

Speakers: None.

The motion PASSED without objection.

5. **Public Comment.**

Speakers: Ray Hartz, Jr. expressed concern over the Education, Outreach and Training Committee not having met since January 2013; Peter Warfield expressed concern with Respondents not present for hearings.

6. **Approval of Minutes from the May 10, 2012, regular meeting.**

Member Hyland, seconded by Member David, moved to CONTINUE TO THE CALL OF THE CHAIR.

Speakers: Ray Hartz, Jr. expressed concern with the current body approving minutes for which none were members of the committee in May 2012; Peter Warfield asked for explanation as to why the Chair has canceled all of the committee's regular meetings.

The motion PASSED without objection.

7. **Announcements, Comments, Questions, and Future Agenda Items.**

Chair Pilpel announced a special meeting will be held on May 13, 2013 at 3:00 p.m.

Speakers: Ray Hartz, Jr. expressed concern with the Education, Outreach and Training Committee's lack of consideration for the public, when it decides not to adhere to its regular meeting date.

8. ADJOURNMENT

Member David, seconded by Member Hyland, moved to ADJOURN.

There were no speakers. **The motion PASSED without objection.**

There being no further business, the Education, Outreach and Training Committee adjourned at 4:48 p.m.

Agenda Item Information

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NOTICE OF CANCELLED MEETING
EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

NOTICE IS HEREBY GIVEN that the regular meeting of the Education Outreach and Training Committee scheduled for May 9, 2013 at 4:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 406, City Hall, San Francisco, California, has been **cancelled**.

Andrea Ausberry,
Administrator

POSTED: May 3, 2013

05-03-13P03:08 RCVD

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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

May 13, 2013 – 3:00 PM

05-08-13P04:13 REV0

Special Meeting

GOVERNMENT
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Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland

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- 1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
- 2. File No. 12007:** Hearing on the status of the April 4, 2012, Order of Determination of Library Users Association against Supervisor Campos for responding late to an immediate disclosure request and redacting information from Bernal Heights Branch Library Mural related documents inappropriately. *(approximately 30 minutes)* *(Discussion and Possible action)* *(attachment)*
- 3. File No. 12013:** Hearing on the status of the November 7, 2012, Order of Determination of William Clark against Howard Lazar, Arts Commission for allegedly not providing documents of expenses charged to the Street Artist Program for FY 2010-2011. *(approximately 30 minutes)* *(Discussion and Possible action)* *(attachment)*
- 4. File No. 12018:** Hearing on the status of the December 5, 2012, Order of Determination of Ray Hartz, Jr. against Greg Suhr, Chief of Police for allegedly responding to an Immediate Disclosure Request late, incompletely, and unlawfully. *(approximately 30 minutes)* *(Discussion and Possible action)* *(attachment)*
- 5. Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction but not on today's agenda. *(No Action)*
- 6. Establishing New Regular Meeting Date.** Proposal to change regular meeting date of the Education, Outreach and Training Committee. *(approximately 10 minutes)* *(Discussion and Possible action)*
- 7. Announcements, Comments, Questions, and Future Agenda Items.**
- 8. ADJOURNMENT**

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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
DRAFT MINUTES**

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

May 13, 2013 – 3:00 PM

Special Meeting

Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland

GOVERNMENT
DOCUMENTS DEPT

MAY 25 2013

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1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES

The meeting was called to order at 3:01 p.m. There was a quorum.

Chair Pilpel announced a request for continuance from the Respondent of File No. 12007.

Speakers: Peter Warfield expressed opposition to the continuance of File No. 12007 and requested for the item to be referred back to the Task Force; Ray Hartz expressed opposition to the continuance of File No. 12007; Patrick Monette-Shaw expressed opposition to the continuance of File No. 12007; Allen Grossman expressed opposition to the continuance of File No. 12007.

2. File No. 12007: Hearing on the status of the April 4, 2012, Order of Determination of Library Users Association against Supervisor Campos for responding late to an immediate disclosure request and redacting information from Bernal Heights Branch Library Mural related documents inappropriately.

Member David, seconded by Member Oka, moved to refer the complaint back to the Task Force and for Chair Pilpel to write a letter to Supervisor Campos' Office regarding his office's second absence from a hearing has a Respondent.

Speakers: Patrick Monette-Shaw expressed support of the motion; Ray Hartz addressed Member Hyland's request to refrain from using certain language and expressed concern with Respondent's absence; Allen Grossman expressed support of the motion and recommended referring a violation to the Task Force.

The motion PASSED without objection.

3. **File No. 12013:** Hearing on the status of the November 7, 2012, Order of Determination of William Clark against Howard Lazar, Arts Commission for allegedly not providing documents of expenses charged to the Street Artist Program for FY 2010-2011.

William Clark (Complainant) provided an overview of the status of the records requested. Kate Patterson (Respondent) provided an updated of the Arts Commission's compliance with the Order of Determination. Complainant and Respondent responded to questions raised throughout the discussion. Respondent waived rebuttal. Complainant waived rebuttal.

The Respondent agreed to respond to the Complainant's concerns regarding the Arts Commission's records keeping in conjunction to City Attorney consultations with the Street Artist Program concerning the Brown Act, the Public Records Act and the Sunshine Ordinance.

Member David, seconded by Member Hyland, moved to CONTINUE TO THE CALL OF THE CHAIR.

Speakers: Male Speaker expressed opposition with the motion; Ray Hartz expressed the Arts Commission are serial violators of the Sunshine Ordinance; Peter Warfield expressed that the Arts Commission smears and slanders the public; Patrick Monette-Shaw accused the Respondent of stating false accusations.

The motion PASSED without objection.

4. **File No. 12018:** Hearing on the status of the December 5, 2012, Order of Determination of Ray Hartz, Jr. against Greg Suhr, Chief of Police for allegedly responding to an Immediate Disclosure Request late, incompletely, and unlawfully.

Ray Hartz (Complainant) provided an overview of the status of the records requested. Lt. Raj Vaswani (Respondent) provided an updated of the Police Department's compliance with the Order of Determination. Complainant and Respondent responded to questions raised throughout the discussion. Respondent waived rebuttal. Complainant provided a rebuttal.

Speakers: Patrick Monette-Shaw expressed it is unacceptable for the Police Department to not have a link on their website for complaint submittals; Allen Grossman expressed a development of written plan for records request; Peter Warfield expressed concern as to how and where request for records are handled by the Police Department.

No further action was taken. **Due to Lack of Motion, Matter CONCLUDED.**

*
5. Public Comment.

Speakers: Allen Grossman announced he submitted a records request for Deputy Attorney time budgeted for the Task Force ; Ray Hartz expressed he submitted a similar request to the Office of the City Attorney; Peter Warfield expressed there is bias and favoritism for Respondents that come before the Education, Outreach and Training Committee.

6. Establishing New Regular Meeting Date. Proposal to change regular meeting date of the Education, Outreach and Training Committee.

Member Oka, seconded by Member Hyland, moved to hold the regular meeting of the Education, Outreach and Training Committee the second Monday of each month at 3:00 p.m., starting August 12, 2013

Speakers: Ray Hartz expressed concern regarding the new regular meeting date and new policy and procedures outlined in email notices on behalf of the Education, Outreach and Training Chair; Peter Warfield expressed opposed the new date and time.

The motion PASSED without objection.

7. Announcements, Comments, Questions, and Future Agenda Items.

Speakers: Peter Warfield recommended adding a future agenda items to address challenges and Sunshine Ordinance violation patterns.

8. ADJOURNMENT

Member David, seconded by Member Hyland, moved to ADJOURN.

There were no speakers. **The motion PASSED without objection.**

There being no further business, the Education, Outreach and Training Committee adjourned at 5:12 p.m.

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1.	Complainant presents his/her facts and evidence Other parties of Complainant present facts and evidence	5 minutes Up to 3 minutes each
2.	City responds Other parties of City respond	5 minutes Up to 3 minutes each
<i>Above total speaking times for Complainant and City to be the same.</i>		
3.	Matter is with the Task Force for discussion and questions.	3 minutes
4.	Respondent and Complainant presents clarification/rebuttal	
5.	Matter is with the Task Force for motion and deliberation.	
6.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
7.	Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.)	

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SUNSHINE ORDINANCE
TASK FORCE



City Hall

1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. (415) 554-7724
Fax No. (415) 554-7854
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NOTICE OF CANCELLED MEETING
EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

8.4
13/13
cancelled
NOTICE IS HEREBY GIVEN that the regular meeting of the Education Outreach and Training Committee scheduled for June 13, 2013 at 4:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 406, City Hall, San Francisco, California, has been **cancelled**.

Andrea Ausberry,
Administrator

POSTED: June 6, 2013

06-06-13A 0:12 RCV/

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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

June 25, 2013 – 3:00 PM

06-20-13 P01:46 8001

Special Meeting

GOVERNMENT

DOCUMENTS DEPT

Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland

JUN 20 2013

1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES** SAN FRANCISCO
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2. **File No. 12013:** Hearing on the determined violation of complaint filed by William Clark
against Howard Lazar, Arts Commission, for allegedly not providing documents of
expenses charged to the Street Artist Program for FY 2010-2011. *(approximately 30
minutes) (discussion and possible action) (attachment)*

3. **File No. 12050:** Hearing on the determined violation of complaint filed by Ray Hartz, Jr.,
against Angela Calvillo, Clerk of the Board of Supervisors, for allegedly violating
Sunshine Ordinance Section 67.16 (Minutes) for the months of March through July 2012
and September 2012. *(approximately 30 minutes) (discussion and possible action)
(attachment)*

4. **Senate Budget Act of 2013:** General Omnibus Trailer Bill (AB 76) and its effect on San
Francisco's implementation of the California Records Act and San Francisco Sunshine
Ordinance. *(approximately 30 minutes) (discussion and possible action) (attachment)*

5. **Public Comment:** Members of the public may address the Committee on matters that
are within the Committee's jurisdiction but not on today's agenda. *(no action)*

6. **Approval of Minutes from the May 10, 2012 Regular Meeting.** *(approximately 5
minutes) (discussion and possible action) (attachment)*

7. **Announcements, Comments, Questions, and Future Agenda Items.** *(no action)*

8. **ADJOURNMENT**

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3.	Matter is with the Task Force for discussion and questions.	
4.	Respondent and Complainant presents clarification/rebuttal	3 minutes
5.	Matter is with the Task Force for motion and deliberation.	
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Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
MINUTES**

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

June 25, 2013 – 3:00 PM

Special Meeting

Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland

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1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES.

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The meeting was called to order at 3:05 p.m. There was a quorum.

Chair Pilpel indicated the Complainant of File No. 12013, requested a continuance and for File No. 12050 to be heard first.

Member David, seconded by Member Hyland, moved to hear File No. 12050 first.

Speakers: None.

The motion PASSED without objection.

2. File No. 12013: Hearing on the determined violation of complaint filed by William Clark against Howard Lazar, Arts Commission, for allegedly not providing documents of expenses charged to the Street Artist Program for FY 2010-2011.

Member David, seconded by Member Oka, moved to CONTINUE TO THE CALL OF THE CHAIR.

Speakers: None.

The motion PASSED without objection.

3. File No. 12050: Hearing on the determined violation of complaint filed by Ray Hartz, Jr., against Angela Calvillo, Clerk of the Board of Supervisors, for allegedly violating Sunshine Ordinance Section 67.16 (Minutes) for the months of March through July 2012 and September 2012.

Ray Hartz, Jr. (Complainant) provided an overview of the status of the placement of his 150-word summary in the body of the Board of Supervisor's minutes. Rick Caldeira,

Deputy Director, Clerk of the Board (Respondent) provided an update of the Clerk of the Board's compliance and view of the Order of Determination. Complainant and Respondent responded to questions raised throughout the discussion. Respondent waived rebuttal. Complainant provided a rebuttal.

Member Oka, seconded by Member Hyland, moved to refer the matter back to the Task Force with a recommendation for referral to the Ethics Commission.

Speakers: None.

The motion FAILED by the following vote:

Ayes: 2 - Hyland, Oka
Noes: 2- Pilpel, David

Member David, seconded by Member Hyland, moved for the Chair of the Education, Outreach and Training Committee to write a letter directing the Clerk of Board to place submitted 150-word summaries in the body of the minutes following the public comment item in the body of the minutes; to include a following disclaimer that the Clerk of the Board does not share the views submitted in the 150-word summary.

The motion PASSED by the following vote:

Ayes: 3 – David, Hyland, Oka,
Noes: 1- Pilpel

4. **Senate Budget Act of 2013:** General Omnibus Trailer Bill (AB 76) and its effect on San Francisco's implementation of the California Records Act and San Francisco Sunshine Ordinance.

Member Hyland, seconded by Member David, moved for the Chair of the Education, Outreach and Training Committee to write a letter regarding the committee's view of Senate Budget Act of 2013 for the Task Force's approval

Speaker: Ray Hartz, Jr. questioned the purpose of the item and whether it was placed on the agenda to serve as a benefit to the sponsor of the item

The motion PASSED without objection.

5. **Public Comment.**

Speakers: Ray Hartz, Jr. expressed the Chair of the Education, Outreach and Training Committee favors and argues on the side of the City; has difficulty being impartial and rehashes the initial issues of complaints which were settled by the Task Force.

6. **Approval of Minutes from the May 10, 2012 Regular Meeting.**

Member Oka, seconded by Member David, moved to APPROVE THE MINUTES AS CORRECTED.

7. Announcements, Comments, Questions, and Future Agenda Items.

Chair Pilpel briefed the committee on pending complaints before the committee; stated the committee will hear pending items before the committee regarding an anonymous complainant against the complainant's request approved by the Task Force, to place all her pending complaints on hold.

8. ADJOURNMENT.

Member David, seconded by Member Hyland, moved to ADJOURN.

There were no speakers. **The motion PASSED without objection.**

There being no further business, the Education, Outreach and Training Committee adjourned at 4:17 p.m.

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Sent: Monday, July 08, 2013 9:07 AM
To: SF Docs
Cc: Grant, Kitt (sunshinechairgrant@gmail.com); Threet, Jerry [jerry.threet@sfgov.org]

NOTICE IS HEREBY GIVEN that the regular meeting of the Education Outreach and Training Committee scheduled for July 11, 2013 at 4:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 406, City Hall, San Francisco, California, has been **cancelled**.

Starting August 12, 2013, the Education, Outreach and Training Committee will convene for its regular meetings on the second Monday of each month at 3:00 pm.

8.4
11/13
cancelled
SF Library – Please post. Thank you

Andrea S. Ausberry
Administrator
Sunshine Ordinance Task Force
Office 415.554.7724 | Fax 415.554.5163
sotf@sfgov.org | www.sfbos.org
City Hall, 1 Dr. Carlton B. Goodlett Place, Rm. 244
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Today

SOTF 8:58 AM
 SOTF - CANCELLED - Ed...

SOTF - CANCELLED - Education, Outreach and Training

SOTF [sotf@sfgov.org]

Sent: Friday, August 09, 2013 8:58 AM

To: SF Docs

Cc: Grant, Kitt (sunshinechairgrant@gmail.com); Threet, Jerry [jerry.threet@sfgov.org]

NOTICE IS HEREBY GIVEN that the regular meeting of the Education Outreach and Training Committee scheduled for August 12, 2013 at 3:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 408, City Hall, San Francisco, California, has been **cancelled**.

SF Library – Please post attached notice. Thank you.

3.4
1
12/13
Cancelled

Best regards,

Andrea Ausberry
Sunshine Ordinance Task Force

00-00-13 AND 20130809

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SUNSHINE ORDINANCE
TASK FORCE



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Fax No. (415) 554-7854
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NOTICE OF CANCELLED MEETING
EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

8/4
9/13
cancelled NOTICE IS HEREBY GIVEN that the regular meeting of the Education Outreach and Training Committee scheduled for September 9, 2013 at 3:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 408, City Hall, San Francisco, California, has been **cancelled**.

Andrea Ausberry,
Administrator

POSTED: September 5, 2013

09-05-13 11:55 0002

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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

**Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689**

September 16, 2013 – 3:00 PM

Special Meeting
Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland

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- 1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
- 2. File No. 12013:** Hearing on the determined violation of complaint by William Clark against Howard Lazar, Arts Commission, for allegedly not providing documents of expenses charged to the Street Artist Program for FY 2010-2011. *(approximately 30 minutes) (discussion and possible action) (attachment)*
- 3. File No. 13007:** Hearing on the determined violation of complaint by Charles Pitts against the Local Homeless Coordinating Board for allegedly failing to provide an opportunity for the public to address the Board at their January 7, 2013 meeting. *(approximately 30 minutes) (discussion and possible action) (attachment)*
- 4. File No. 13022:** Hearing on the determined violation of complaint by Charles Pitts against the Local Homeless Coordinating Board for allegedly walking out before public comment at their January 7, 2013 meeting. *(approximately 30 minutes) (discussion and possible action) (attachment)*
- 5. Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction but not on today's agenda. *(no action)*
- 6. ADJOURNMENT**

Agenda Item Information

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Hearing Procedures

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2.	City responds Other parties of City respond	5 minutes Up to 3 minutes each
<i>Above total speaking times for Complainant and City to be the same.</i>		
3.	Matter is with the Task Force for discussion and questions.	3 minutes
4.	Respondent and Complainant presents clarification/rebuttal	
5.	Matter is with the Task Force for motion and deliberation.	
6.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
7.	Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.)	

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Disability Access

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SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
DRAFT MINUTES

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

September 16, 2013 – 3:00 PM

Special Meeting

Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland

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1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES.

The meeting was called to order at 3:10 p.m. All members noted present. There was a quorum.

2. File No. 12013: Hearing on the determined violation of complaint filed by William Clark against Howard Lazar, Arts Commission, for allegedly not providing documents of expenses charged to the Street Artist Program for FY 2010-2011.

William Clark (Complainant) provided an overview of the progress to create processes to resolve the complaint. Robert Clark spoke in favor of the Complaint. Howard Lazar, Arts Commission (Respondent) provided an update and Arts Commission Sunshine Log. There were no speakers in support of the Respondent. Complainant and Respondent responded to questions raised throughout the discussion. Respondent waived rebuttal. Complainant provided a rebuttal.

Speakers: Robert Clark provided information to support the complainant.

Member David, seconded by Member Oka, moved to CONTINUE to the October meeting of the EOTC and to allow the department to further refine their Sunshine Log.

Speakers: None.

The motion PASSED by the following vote:

Ayes: 4 - David, Oka, Hyland, Pilpel

File No. 13007: Hearing on the determined violation of complaint by Charles Pitts against the Local Homeless Coordinating Board for allegedly failing to provide an opportunity for the public to address the Board at their January 7, 2013 meeting.

File No. 13007 heard concurrently with File No. 13022.

3. **File No. 13022:** Hearing on the determined violation of complaint by Charles Pitts against the Local Homeless Coordinating Board for allegedly walking out before public comment at their January 7, 2013 meeting.

Charles Pitts (Complainant) provided an overview of the complaint. John Njorog spoke in support of the Complainant. Megan Owens, Homeless Coordinating Board, (Respondent), provided and overview. There were no speakers in support of the Respondent. Complainant and Respondent responded to questions raised throughout the discussion. Respondent waived rebuttal. Complainant provided a rebuttal. Member Pilpel suggested that the Homeless Coordinating Board consider audio recording their meetings and to clarify changes to their agendas.

Speakers: None.

Due to a lack of a motion, the EOTC CONCLUDED the matter.

4. **Public Comment: None.**
5. **ADJOURNMENT**

There being no further business, the Education, Outreach and Training Committee adjourned at 4:43 p.m. **WITHOUT OBJECTION.**

SUNSHINE ORDINANCE
TASK FORCE



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NOTICE OF CANCELLED MEETING
EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

10/13
needed

NOTICE IS HEREBY GIVEN that the regular meeting of the Education Outreach and Training Committee scheduled for October 14, 2013 at 3:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 408, City Hall, San Francisco, California, has been **cancelled**.

Andrea Ausberry,
Administrator

POSTED: October 3, 2013

10-00-101-307-6770

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NOTICE OF CANCELLED MEETING
EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

11/13
Cancelled
NOTICE IS HEREBY GIVEN that the regular meeting of the Education Outreach and Training Committee scheduled for November 11, 2013 at 3:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 408, City Hall, San Francisco, California, has been **cancelled**.

Andrea Ausberry,
Administrator

POSTED: November 7, 2013

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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

November 26, 2013 – 3:00 PM

Special Meeting

GOVERNMENT
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Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland

NOV 22 2013

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1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
2. **File No. 12013:** Hearing on the determined violation of complaint filed by William Clark against Howard Lazar, Arts Commission, for allegedly not providing documents of expenses charged to the Street Artist Program for FY 2010-2011. *(approximately 30 minutes) (discussion and possible action) (attachment)*
3. **File No. 13005:** Hearing on the determined violation of complaint filed by Paula Datesh against the Arts Commission for allegedly failing to respond to an Immediate Disclosure Request for records pertaining to the operations of the Arts Commission. *(approximately 30 minutes) (discussion and possible action) (attachment)*
4. **Discussion: Public Access to Records and Meetings of Non-Profit Organizations** (Administrative Code Chapter 12L) *(approximately 30 minutes) (discussion) (attachment)*
5. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction but not on today's agenda. *(no action)*
6. **Announcements, Comments, Questions, and Future Agenda Items.**
7. **ADJOURNMENT**

Agenda Item Information

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Hearing Procedures

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	Other parties of Complainant present facts and evidence	Up to 3 minutes each
2.	City responds	5 minutes
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3.	Matter is with the Task Force for discussion and questions.	
4.	Respondent and Complainant presents clarification/rebuttal	3 minutes
5.	Matter is with the Task Force for motion and deliberation.	
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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
MINUTES - DRAFT**

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

November 26, 2013 – 3:00 PM

Special Meeting

Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland

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1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES

The meeting was called to order at 3:01 p.m. On the call of the roll Member Oka was noted absent. There was a quorum.

2. File No. 12013: Hearing on the determined violation of complaint filed by William Clark against Howard Lazar, Arts Commission, for allegedly not providing documents of expenses charged to the Street Artist Program for FY 2010-2011.

William Clark (Complainant) provided an overview of the status of the records requested. Howard Lazar (Respondent) provided an update of the Arts Commission's compliance with the Order of Determination. Complainant and Respondent responded to questions raised throughout the discussion. Respondent provided a rebuttal. Complainant provided a rebuttal.

Member David will draft a letter to Howard Lazar and the City Attorney's Office to request clarification as to the official position of the City Attorney's Office and to request that a representative of the City Attorney's Office appear at the January 13, 2014, meeting of the Education, Outreach and Training Committee.

Member David, seconded by Member Hyland, moved to CONTINUE TO JANUARY 13, 2014.

Speakers: Paula Datesh provided various comments regarding the lack of relevant content of submitted documents.

The motion PASSED without objection.

THE MEETING RECESSED FROM 4:38 PM TO 4:50 PM

3. **File No. 13005:** Hearing on the determined violation of complaint filed by Paula Datesh against the Arts Commission for allegedly failing to respond to an Immediate Disclosure Request for records pertaining to the operations of the Arts Commission.

Paula Datesh (Complainant) provided an overview of the status of the records requested. Howard Lazar (Respondent) provided an updated of the Arts Commission's compliance with the Order of Determination. Complainant and Respondent responded to questions raised throughout the discussion. Respondent waived rebuttal. Complainant provided a rebuttal.

Speakers: None.

No further action was taken. **Due to Lack of Motion, Matter CONCLUDED.**

4. **Discussion: Public Access to Records and Meetings of Non-Profit Organizations** (Administrative Code Chapter 12L)

Members of the EOTC discussed the issue.

Member David, seconded by Member Hyland, moved to CONTINUE TO DECEMBER 9, 2013.

Speakers: None.

The motion PASSED without objection.

5. **Public Comment.**

Speakers: None.

6. **Announcements, Comments, Questions, and Future Agenda Items.**

There were none.

7. **ADJOURNMENT**

Member David, seconded by Member Hyland, moved to ADJOURN.

There were no speakers.

The motion PASSED without objection.

There being no further business, the Education, Outreach and Training Committee adjourned at 5:10 p.m.

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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO**

AGENDA

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

December 9, 2013 – 3:00 PM

Regular Meeting

GOVERNMENT
DOCUMENTS DEPT

Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland

DEC - 6 2013

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1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
2. **File No. 13024:** Hearing on the status of the Order of Determination of Mica Ringel against the Planning Department for allegedly failing to provide requested records associated with the proposed development of 480 Potrero Avenue. *(approximately 30 minutes) (discussion and possible action) (attachment)*
3. **Administrative Code Chapter 12L: Public Access to Records and Meetings of Non-Profit Organizations.** *(approximately 30 minutes) (discussion and possible action) (attachment)*
4. **Sunshine Ordinance Task Force Website.** *(approximately 30 minutes) (discussion and possible action)*
5. **Status Update: Correspondence to the Clerk of the Board, Angela Calvillo - Public Comment 150 Summary.** *(approximately 30 minutes) (discussion and possible action)*
6. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction but not on today's agenda. *(no action)*
7. **Announcements, Comments, Questions, and Future Agenda Items.**
8. **ADJOURNMENT**

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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
MINUTES - DRAFT**

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

December 9, 2013 – 3:00 PM

Regular Meeting

Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland

GOVERNMENT
DOCUMENTS DEPT

MAY 25 2016

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1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES

The meeting was called to order at 3:04 p.m. On the call of the roll Member David was noted absent. There was a quorum.

Chair Pilpel called Item No. 4 out of order.

2. File No. 13024: Hearing on the status of the Order of Determination of Mica Ringel against the Planning Department for allegedly failing to provide requested records associated with the proposed development of 480 Potrero Avenue.

Mica Ringel (Complainant); provided an update on the information submitted by the Planning Department. The Respondent did not attend the meeting.

Member Pilpel, seconded by Member Hyland, moved to continue to January meeting of the Education, Outreach and Training committee.

Speakers: None

The motion passed without object.

3. Administrative Code Chapter 12L: Public Access to Records and Meetings of Non-Profit Organizations.

Chair Pilpel provided a summary and discussion occurred.

David Curto (Human Services Agency) provided a overview and enforcement procedure regarding Administrative Code Chapter 12L: Public Access to Records and Meetings of Non-Profit Organizations.

Member Pilpel, seconded by Member Hyland, moved to continue to January meeting of the Education, Outreach and Training committee.

Speakers: None

The motion passed without object.

4. Sunshine Ordinance Task Force Website.

Chair Pilpel provided a summary and discussion occurred.

Member Pilpel, seconded by Member Hyland, moved to continue to January meeting of the Education, Outreach and Training committee.

Speakers: None

The motion passed without object.

5. Status Update: Correspondence to the Clerk of the Board, Angela Calvillo - Public Comment 150 Summary.

Chair Pilpel provided an update on the progress of the correspondence and discussion occurred.

Member Pilpel, seconded by Member Hyland, moved to continue to January meeting of the Education, Outreach and Training committee.

Speakers: None

The motion passed without object.

6. Public Comment:

Speakers: None.

7. Announcements, Comments, Questions, and Future Agenda Items.

8. ADJOURNMENT

There being no further business the meeting the Committee Adjourned at 4:47 p.m.

Website

Create a web address or link with 'SOTF' such as sfsotf.org

Move calendar to the First Page for ease of use by the public

Make all attached document searchable

Scan all documents in a searchable format

OCR Scan into PDF

Covert old HTML link that are already online into PDF

How far back do we need to keep agendas online?

Create subcategories to documents sections

New complaint sections with easy to understand how to

Add sample video of SOTF meeting to website

All submitted documents needs to be in 16 point font. (Oka in meeting issue)

Title change 'Order of Determination and Referrals



**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

January 13, 2014 – 3:00 PM

8.4
13/14
Regular Meeting
Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland

DOCUMENTS DEPT

JAN 10 2014

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1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
2. **File No. 12013:** Hearing on the determined violation of complaint by William Clark against Howard Lazar, Arts Commission, for allegedly not providing documents of expenses charged to the Street Artist Program for FY 2010-2011. (approximately 30 minutes) (discussion and possible action) (attachment)
3. **File No. 13024:** Hearing on the status of the Order of Determination of Mica Ringel against the Planning Department for allegedly failing to provide requested records associated with the proposed development of 480 Potrero Avenue. (approximately 30 minutes) (discussion and possible action) (attachment)
4. **Planning Department Public Records, Policies and Procedures.** (approximately 30 minutes) (discussion and possible action)
5. **Administrative Code Chapter 12L: Public Access to Records and Meetings of Non-Profit Organizations.** (approximately 30 minutes) (discussion and possible action) (attachment)
6. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction but not on today's agenda. (no action)
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8. **ADJOURNMENT**

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SUNSHINE ORDINANCE TASK FORCE

Education, Outreach and Training Committee

CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

January 13, 2014 – 3:00 PM

Regular Meeting

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MAY 25 2014

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1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES

Louise Fischer was appointed to the Committee meeting of January 13, 2014.

The meeting was called to order at 3:02 p.m. Members Hyland and Oka were noted absent. There was a quorum.

2. File No. 12013: Hearing on the determined violation of complaint by William Clark against Howard Lazar, Arts Commission, for allegedly not providing documents of expenses charged to the Street Artist Program for FY 2010-2011.

William Clark (Complainant) provided an overview of the status of the records requested. Robert Clark and Paula Datesh present facts and evidence in support of the Complainant. Howard Lazar and Kate Patterson-Murphy, Arts Commission (Respondent) provided the Arts Commission's defense and provided an update on compliance with the Order of Determination. Complainant and Respondent responded to questions raised throughout the discussion. The Respondent provided a rebuttal. The Complainant provided a rebuttal.

Member David, seconded by Member Fischer, moved to authorize the Chair of the Committee to compose and transmit a letter to the City Attorney's Office requesting advice as to whether conversations (verbal and written) between departments and the City Attorney's Office regarding public documents and the Sunshine Ordinance is considered public information. (Divided into File No. 14002)

Public Comment:

Thomas Picarello expressed concern about the long delay in the complaint process and suggested that the complaint be referred back to the Task Force for determination of official misconduct.

The motion passed by the following vote:

Ayes: 3 – Pilpel, David, Fischer
Absent: 2 – Hyland, Oka

Due to a lack of an additional motion, the MATTER was CONCLUDED.

3. **File No. 13024:** Hearing on the status of the Order of Determination of Mica Ringel against the Planning Department for allegedly failing to provide requested records associated with the proposed development of 480 Potrero Avenue.

Mica Ringel (Complainant), provided an update on the information submitted by the Planning Department. There were no speakers in support of the Complainant. Jonas Ionin, Custodian of Records, Planning Department (Respondent), provided an overview of the Planning Department's defense. There were no speakers in support of the Respondent. The Complainant and Respondent responded to questions raised throughout the discussion. The Respondent provided a rebuttal. The Complainant provided a rebuttal.

Member Fischer, seconded by Member David, moved to refer the matter back to the Task Force.

The Committee requested the Planning Department to perform an additional email database search for '480 + Potrero' and '2011.0430'.

Public Comment:

Thomas Picarello expressed various concerns and suggested that the matter be referred to the Task Force for determination of willful violation.
Charles Pitts expressed various concerns.

The Motion passed by the following vote:

Ayes: 3 – Pilpel, David, Fischer
Absent: 2 – Hyland, Oka

4. **Planning Department Public Records Policies and Procedures.**

Jonas Ionin, Custodian of Records, Planning Department, provided a summary of the Planning Department's public records policies and procedures. A question and answer period followed.

Member Pilpel, seconded by Member David, moved to CONTINUED THE MATTER TO THE CALL OF THE CHAIR.

Public Comment:

Thomas Picarello expressed concerns over the Sunshine training of planners and requested a timeline of implementation.
Charles Pitts expressed various concerns.

The motion passed without objection.

5. Administrative Code, Chapter 12L: Public Access to Records and Meetings of Non-Profit Organizations.

Chair Pilpel provided a summary and discussion occurred.

Member David, seconded by Member Fischer, moved to request comments from city departments regarding to the Task Force draft letter concerning Administrative Code, Chapter 12L.

Public Comment:

Thomas Picarello expressed concerns that a draft letter was not available for public review and stated that non-profits should not be exempt from public information laws.
Charles Pitts expressed various concerns about non-profits meeting procedures.

6. Public Comment:

Thomas Picarello expressed concerns regarding public comment on the City's budget.

7. Announcements, Comments, Questions, and Future Agenda Items.

Pending items before the Committee:

SOTF website and Chaffee v. Budget and Finance Committee.

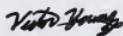
Public Comment:

Charles Pitts requested that information concerning public comment at meetings be transmitted to other city agencies.

8. ADJOURNMENT

There being no further business the meeting was adjourned 5:28 p.m.

APPROVED: November 10, 2014



Victor Young
Administrator
Sunshine Ordinance Task Force

N.B. The Minutes of this meeting set forth all actions taken by the Sunshine Ordinance Task Force on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.

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SUNSHINE ORDINANCE TASK FORCE

Education, Outreach and Training Committee

CITY AND COUNTY OF SAN FRANCISCO

AGENDA

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

February 10, 2014 – 3:00 PM

DOCUMENTS DRAFTED

FEB - 6 2014

SAN FRANCISCO PUBLIC RECORDS ACT

8.4
1
1/10/14

Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland, Louise Fischer

- 1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
- 2. File No. 13035:** Hearing on the status of the Order of Determination of James Chaffee against the Board of Supervisors, Budget and Finance Committee for allegedly violating Sections 67.15(c) of the Sunshine Ordinance and Section 54954.3(b) of the Government Code Section for failing to provide adequate opportunity for public comment prior to taking final actions. *(approximately 30 minutes) (discussion and possible action) (attachment)*
- 3. File No. 14013: Time Limit for Public Comment at Public Meetings.** *(approximately 30 minutes) (discussion and possible action) (attachment)*
- 4. File No. 14014: Sunshine and Ethics Training - Development Process.** *(discussion and possible action) (approximately 30 minutes)*
- 5. Status Update: Pending Correspondence.** *(approximately 30 minutes) (discussion)*
- 6. Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction but not on today's agenda. *(no action)*
- 7. Announcements, Comments, Questions, and Future Agenda Items.**
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SUNSHINE ORDINANCE TASK FORCE

Education, Outreach and Training Committee

CITY AND COUNTY OF SAN FRANCISCO

MINUTES

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

February 10, 2014 – 3:00 PM

Regular Meeting

GOVERNMENT
DOCUMENTS DEPT

MAY 25 2014

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Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland, Louise Fischer

1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES

The meeting was called to order at 3:06 p.m. Member David was noted absent. There was a quorum. Member David was noted present at 3:09 p.m.

2. **File No. 13035:** Hearing on the status of the Order of Determination of James Chaffee against the Board of Supervisors Budget and Finance Committee for violating Administrative Code, Section 67.15(c) and California Government Code, Section 54954.3(b) for failing to provide adequate opportunity for public comment prior to taking final actions. (00:02:00 – 00:44:00)

Catherine Stefani, Aide to Supervisor Mark Farrell, Board of Supervisors, provided an overview of the Department's defense and expressed willingness to work with the Task Force to address the issue. Ms. Stefani also noted that speakers can provide 150-word summary for inclusion into the minutes; allowing public comment after each department presentation will be addressed as well.

Member David, seconded by Member Fischer, move to CONTINUE to the next meeting.

Public Comment:

Thomas Picarello expressed agreement with the Task Force decision and stated that the Budget and Finance Committee should develop solution to prevent future violations; any action should be approved by the Task Force.

Charles Pitts stated that Supervisor Farrell should be aware of the Sunshine Ordinance.

The motion passed without objection.

3. **File No. 14013: Time Limit for Public Comment at Public Meetings.** (00:44:00 – 01:07:00)

Chair Pilpel provided and overview on relevant case law related to “Time Limit for Public Comment at Public Meetings”. A discussion occurred concerning the matter.

Public Comment:

Thomas Picarello stated that only the voters can change the public comment time limit and recommended that the time limit should not be reduced without adequate reason.

Member Oka, seconded by Member Hyland, move to CONTINUE TO THE CALL OF THE CHAIR.

Public Comment:

Thomas Picarello stated that only the voters can change the public comment time limit and recommended that the time limit should not be reduced without adequate reason.

The motion passed without objection.

4. **File No. 14014: Sunshine and Ethics Training - Development Process.** (01:07:00 – 01:21:00)

Chair Pilpel provided an overview on “Sunshine and Ethics Training – Development Process”. A discussion occurred concerning the matter.

Member Hyland, seconded by Member David, moved to authorize the Chair of the Committee to send a letter to the City Attorney regarding the Task Force involvement in future trainings.

Public Comment:

Thomas Picarello stated that the Task Force should be the body to make any decisions to approve any letters.

The motion passed without objection.

5. **Status Update: Pending Correspondence.** (01:21:00 – 01:27:00)

Chair Pilpel provided an overview of the Committee’s pending correspondence. Discussion occurred concerning the matter.

Pending Correspondence:

Angela Calvillo, Clerk of the Board – submission for inclusion into meeting minutes.

Letter to Planning regard Mica Ringel (File No. 13024)

Public Comment:

Charles Pitts request copies of contracts related to his complaint.

No Action Taken.**6. Public Comment. (01:27:00 – 01:29:00)**

Thomas Picarello inquired as to the status of previous committee minutes and expressed concern related to the committee's delaying or eliminating Orders of Determination.

7. Announcements, Comments, Questions, and Future Agenda Items.

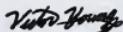
Future Agenda Items and Issues

Administrative Code, Chapter 12L regarding requirements for non-profit organizations
Task Force website review and update
Time limit for public comment and Member Oka follow-up
Approval of Draft committee minutes
Committee training opportunities
Outreach and Education goals

Speakers: None.**8. ADJOURNMENT**

There being no further business the meeting was adjourned 4:40 p.m.

APPROVED: November 10, 2014



Victor Young
Administrator
Sunshine Ordinance Task Force

N.B. The Minutes of this meeting set forth all actions taken by the Sunshine Ordinance Task Force on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.

0; fax (415) 252-3112; web site www.sfgov.org/ethics.

SUNSHINE ORDINANCE
TASK FORCE



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. (415) 554-7724
Fax No. (415) 554-7854
TDD/TTY No. (415) 554-5227

NOTICE OF CANCELLED MEETING
EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

8/8/4
1/2/14
marked

NOTICE IS HEREBY GIVEN that the regular meeting of the Education, Outreach and Training Committee scheduled for March 10, 2014, at 3:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 408, City Hall, San Francisco, California, has been **cancelled**.

POSTED: March 7, 2014

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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

April 14, 2014 – 3:00 PM

04-11-14 A08:33 RCV'D

Regular Meeting

GOVERNMENT
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Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland, Louise Fischer

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1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
2. **File No. 13035:** Hearing on the status of the Order of Determination - James Chaffee against the Board of Supervisors, Budget and Finance Committee for allegedly violating Sections 67.15(c) of the Sunshine Ordinance and Section 54954.3(b) of the Government Code Section for failing to provide adequate opportunity for public comment prior to taking final actions. *(approximately 30 minutes) (discussion and possible action) (attachment)*
3. **File No. 14013: Hearing - Time Limit for Public Comment at Public Meetings.** *(approximately 30 minutes) (discussion and possible action) (attachment)*
4. **Sunshine Ordinance Task Force Draft Annual Report.** *(approximately 30 minutes) (discussion and possible action)*
5. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction but not on today's agenda. *(no action)*
6. **Announcements, Comments, Questions, and Future Agenda Items.**
7. **ADJOURNMENT**

Agenda Item Information

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Public Comment

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Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Each member of the public who is unable to attend the public meeting or hearing may submit to the City, by the time the hearing begins, written comments regarding the subject of the meeting or hearing. These comments will be made a part of the official public record.

Hearing Procedures

1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant present facts and evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
<i>Above total speaking times for Complainant and City to be the same.</i>		
3.	Matter is with the Task Force for discussion and questions.	
4.	Respondent and Complainant presents clarification/rebuttal	3 minutes
5.	Matter is with the Task Force for motion and deliberation.	
6.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
7.	Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.)	

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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
MINUTES**

**Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689**

April 14, 2014 – 3:00 PM

Regular Meeting

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Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland, Louise Fischer

1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES

The meeting was called to order at 3:11 p.m. Members Oka and Fischer were noted absent. There was a quorum.

2. File No. 13035: Hearing on the status of the Order of Determination - James Chaffee against the Board of Supervisors Budget and Finance Committee for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.15(c) and California Government Code, Section 54954.3(b) for failing to provide adequate opportunity for public comment prior to taking final actions. (00:02:00 – 00:39:00)

Catherine Stefani, Aide to Supervisor Mark Farrell, Chair, Budget and Finance Committee Board of Supervisors, presented the schedule for the Budget and Finance Committee hearings and other plans to involve the public in the Budget process. Discussion ensued.

Public Comment:

Thomas Picarello commented on the proposed process for public comment at the Budget and Finance Committee.

Paula Datesh express her support of public comment occurring after each department has presented their budget.

Member Hyland, seconded by Member David, moved to continue the matter to the call of the chair. A follow-up hearing shall occur after the conclusion of Budget hearings held in 2014.

Public Comment:

Thomas Picarello expressed his concerns regarding the motion and suggested that the matter be referred to the Task Force.

Paula Datesh expressed her support for Mr. Picarello's suggestion.

The motion PASSED without objection.

3. **File No. 14013: Hearing - Time Limit for Public Comment at Public Meetings.**
(00:39:00 – 00:49:00)

Chair Pilpel provided an summary of the issues related to setting time limits for public comment during a public meeting.

Member Hyland, seconded by Chair Pilpel, moved to continue the matter to May 12, 2014.

Public Comment:

Thomas Picarello agreed with the continuance but expressed concern as to the purpose of the hearing.

Paula Datesh expressed her support for the proposed continuation.

The motion PASSED without objection.

4. **Sunshine Ordinance Task Force Draft Annual Report.** (00:49:00 – 01:00:00)

Chair Pilpel presented a draft Task Force Annual Report.

Public Comment:

Thomas Picarello stated the Task Force Bylaws were being violated and that the annual report should be considered by the Task Force.

No Action Taken.

5. **Public Comment:** (01:00:00 – 01:10:00)

Paula Datesh expressed concern regarding the Arts Commission's non-compliance with deadlines to post minutes and responses to Immediate Disclosure Requests.

Thomas Picarello stated that Task Force referral should be directed to an appropriated committee. The Task Force can convene an ad hoc committee with members of the public to address the backlog of cases.

Charles Pitts inquired as to the status of his case and emails directed to the Task Force. The Task Force Administrator provided Mr. Pitts with a correct email address and will work to provide a status update. Mr. Pitts suggested that the committee reach out to various bodies to provide education concerning meeting procedures.

6. **Announcements, Comments, Questions, and Future Agenda Items.**

Chair Pilpel noted the following matters before the Education, Outreach and Training Committee:

Complaint No. 13082 – Ferrer v. City Attorney's Office
Proposed State Proposition 42 regarding Public Records
Arts Commission – Sunshine Compliance review
Administrative Code Chapter 12L – Non Profits
Update to the Task Force website
Pending committee letters
Pending draft committee minutes

Public Comment:

Paula Datesh stated that the Arts Commission has not been complying with the Sunshine Ordinance and requested enforcement.

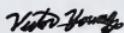
Charles Pitts suggested creating a sub committee to address legislation to provide the Task Force more authority and requested that the Task Force investigate a change to the way appointments are made.

Thomas Picarello suggested that the committee transfer some of its workload to the Compliance and Amendments Committee due to the backlog of projects.

7. ADJOURNMENT

There being no further business the meeting was adjourned 4:36 p.m.

APPROVED: November 10, 2014



Victor Young
Administrator
Sunshine Ordinance Task Force



SUNSHINE ORDINANCE TASK FORCE

Education, Outreach and Training Committee

CITY AND COUNTY OF SAN FRANCISCO

AGENDA

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

May 12, 2014 – 3:00 PM

Regular Meeting

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Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland, Louise Fischer

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1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
2. **File No. 13082: Hearing on the status of the Order of Determination** - Gonzalo Javier Ferrer against City Attorney Dennis Herrera and Deputy City Attorney Paula Jesson, City Attorney's Office, for violating Sunshine Ordinance Sections 67.21(d) for failure to respond in a timely manner to a request for determination of the status of certain records being public documents or not. *(approximately 20 minutes) (discussion and possible action) (attachment)*
3. **File No. 14045: Hearing - San Francisco Arts Commission- Review of policies and procedures related to public meetings and records.** *(approximately 30 minutes) (discussion and possible action) (attachment)*
4. **File No. 14013: Hearing - Time Limit for Public Comment at Public Meetings.** *(approximately 30 minutes) (discussion and possible action) (attachment)*
5. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction but not on today's agenda. *(no action)*
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3.	Matter is with the Task Force for discussion and questions.	
4.	Respondent and Complainant presents clarification/rebuttal	3 minutes
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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
MINUTES**

**Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689**

May 12, 2014 – 3:00 PM

Regular Meeting

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1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES

The meeting was called to order at 3:04 p.m. All members were noted present. There was a quorum.

2. File No. 13082: Hearing on the status of the Order of Determination - Gonzalo Javier Ferrer against City Attorney Dennis Herrera and Deputy City Attorney Paula Jesson, City Attorney's Office, for violating Sunshine Ordinance Sections 67.21(d) for failure to respond in a timely manner to a request for determination of the status of certain records being public documents or not.

Gonzalo Javier Ferrer (Complainant) provided an overview of the status of the Order of Determination. There were no speakers in support of the Complainant. Paula Jesson, City Attorney's Office (Respondent) provided an overview of the City Attorney's Office position on compliance with the Order of Determination. There were no speakers in support of the Complainant. A question and answer period followed. The Respondent provided a rebuttal. The Complainant provided a rebuttal.

Member Oka, seconded by Member Hyland, moved to Continue the Matter to the Call of the Chair (estimated June 30, 2014). The Committee also requested that the Respondent provide/create City Attorney's procedures and protocols regarding the process of handling petitions to the Supervisor of Records.

Public Comment:

Thomas Picarello stated that the committee should not overturn a decision of the Task Force.

The motion passed without objection.

3. File No. 14045: Hearing - San Francisco Arts Commission- Review of policies and procedures related to public meetings and records.

Kate Patterson-Murphy, Howard Lazar, and Sharon Page Richie (Arts Commission) provided an overview of the Arts Commission's policies and procedures related to public meetings and records.

The committee requests that the Arts Commission provide a public records procedures manual to the committee.

Public Comment:

Paula Datches stated that the Arts Commission Executive Committee has not posted meeting minutes to the Arts Commission's website.

Thomas Picarello stated that the Arts Commission does not do a good job of tracking requests and other information.

Charles Pitts stated that Administrative Code, Chapter 12L laws for non-profits should be addressed.

Due to a lack of a motion, the MATTER was CONCLUDED.

4. File No. 14013: Hearing - Time Limit for Public Comment at Public Meetings.

Chair Pilpel provided an overview of the Time Limit for Public Comment at Public Meetingx. Discussion occurred regarding the matter.

Public Comment:

Charles Pitts requested that the City Attorney's Office provide an opinion regarding the time limit for public comment and what is considered a reasonable amount of time.

Thomas Picarello stated that the Task Force can provide education as to what is reasonable regarding time limits for public comment.

Due to a lack of a motion, the MATTER was CONCLUDED.

5. Public Comment.

None.

6. Announcements, Comments, Questions, and Future Agenda Items.

There were no announcements.

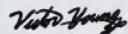
Public Comment:

None.

7. ADJOURNMENT

There being no further business the meeting adjourned at 5:03 p.m.

APPROVED: November 10, 2014



Victor Young
Administrator
Sunshine Ordinance Task Force

SUNSHINE ORDINANCE
TASK FORCE



City Hall

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NOTICE OF CANCELLED MEETING
EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

NOTICE IS HEREBY GIVEN that the regular meeting of the Education, Outreach and Training Committee scheduled for June 9, 2014, at 3:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 408, City Hall, San Francisco, California, has been **cancelled**.

POSTED: June 5, 2014

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SUNSHINE ORDINANCE TASK FORCE

Education, Outreach and Training Committee

CITY AND COUNTY OF SAN FRANCISCO

AGENDA

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

July 14, 2014 – 3:00 PM

Regular Meeting

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Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland

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1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
2. **File No. 13082: Hearing on the status of the Order of Determination** - Gonzalo Javier Ferrer against City Attorney Dennis Herrera and Deputy City Attorney Paula Jesson, City Attorney's Office, for violating Sunshine Ordinance Sections 67.21(d) for failure to respond in a timely manner to a request for determination of the status of certain records being public documents or not. *(approximately 20 minutes) (discussion and possible action) (attachment)*
3. **File No. 14019: Hearing on the status of the Order of Determination** - William Clark against Dennis Herrera, Jack Song and Gabriel Zitrin, City Attorney's Office, for violating Sunshine Ordinance Section 67.29.7 for failure to maintain appropriate records in a businesslike manner. *(approximately 20 minutes) (discussion and possible action) (attachment)*
4. **File No. 14065: Civil Grand Jury Report - Ethics in the City: Promise, Practice or Pretense.** *(attachment) (approximately 30 minutes) (discussion and action)*
5. **Education, Outreach and Training Committee – Member Initiative and Work Plan.** *(attachment) (approximately 30 minutes) (discussion and action)*
6. **Public Comment:** Members of the public may address the Education, Outreach and Training on matters that are within the Committee's jurisdiction but not on today's agenda. *(No action)*
7. **Announcements, Comments, Questions, and Future Agenda Items.**
8. **ADJOURNMENT**

Agenda Item Information

Each item on the agenda may include: 1) Department or Agency cover letter and/or report; 2) Public correspondence; 3) Other explanatory documents. For more information concerning agendas, minutes, and meeting information, such as these documents, please contact the SOTF Clerk, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102.

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Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

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2.	City responds Other parties of City respond	5 minutes Up to 3 minutes each
<i>Above total speaking times for Complainant and City to be the same.</i>		
3.	Matter is with the Task Force for discussion and questions.	3 minutes
4.	Respondent and Complainant presents clarification/rebuttal	
5.	Matter is with the Task Force for motion and deliberation.	
6.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
7.	Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.)	

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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
MINUTES**

**Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689**

July 14, 2014 – 3:00 PM

Regular Meeting

Members: David Pilpel (Chair), Todd David,
Bruce Oka, Chris Hyland

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1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES

The meeting was called to order at 3:05 p.m. All members were noted present. There was a quorum.

2. File No. 13082: Hearing on the status of the Order of Determination - Gonzalo Javier Ferrer against City Attorney Dennis Herrera and Deputy City Attorney Paula Jesson, City Attorney's Office, for violating Sunshine Ordinance Sections 67.21(d) for failure to respond in a timely manner to a request for determination of the status of certain records being public documents or not. (01:01:00 – 01:16:00)

Gonzalo Javier Ferrer (Complainant) provided an overview of the status of the Order of Determination. Gabriel Zitrin, City Attorney's Office (Respondent), provided an overview of the City Attorney's Office's position on compliance with the Order of Determination. A question and answer period followed. The Respondent provided a rebuttal. The Complainant provided a rebuttal.

Public Comment:
None.

There being no motion the matter was concluded.

3. **File No. 14019: Hearing on the status of the Order of Determination** - William Clark against Dennis Herrera, Jack Song and Gabriel Zitrin, City Attorney's Office, for violating Sunshine Ordinance Section 67.29.7 for failure to maintain appropriate records in a businesslike manner. (00:00:30 – 01:01:00)

William Clark (Complainant) provided an overview of the status of the Order of Determination. Gabriel Zitrin, City Attorney's Office (Respondent), provided an overview of the City Attorney's Office position on compliance with the Order of Determination. A question and answer period followed. The Respondent provided a rebuttal. The Complainant provided a rebuttal.

Member David, seconded by Member Hyland, moved to refer the complaint to the Sunshine Ordinance Task Force and requested that the City Attorney's Office add additional billing details to the tracking spreadsheets.

Public Comment:

Robert Clark stated that the City Attorney's Office is willfully refusing to disclose public information.

Thomas Picarello stated that that Education, Outreach and Training Committee should not wait for various court decisions and should enforce the Order of Determination.

Michael Petrelis stated that there are records that need to be disclosed.

The motion PASSED by the following vote:

Ayes: 4 – David, Hyland, Oka, Pilpel

Noes: 0 – None

4. **File No. 14065: Civil Grand Jury Report - Ethics in the City: Promise, Practice or Pretense.** (01:16:00 – 02:07:00)

Robert van Ravenswaay, Larry Bush, and Elena Schmid (Foreperson), Civil Grand Jury, provided a summary and answered questions regarding the Civil Grand Jury Report.

Member Oka, seconded by Member David, moved to refer the matter to the Compliance and Amendments Committee and the Sunshine Ordinance Task Force without recommendation.

Public Comment:

Michael Petrelis commented on the Whistle Blower program as it applies to the public, the Ethics Commission listings of a donors list on their website, posting of calendars on the website, and broadcasting the SOTF meeting on SFGTV.

Thomas Picarello concurs with the findings of the Civil Grand Jury Report.

The motion PASSED without objection.

Chair Pilpel will revise his recommendation regarding the Civil Grand Jury Report, draft a letter to departments concerning calendar requirements, and schedule discussion regarding the Civil Grand Jury Report concerning department websites.

*
5. **Education, Outreach and Training Committee – Member Initiatives and Work Plan. (02:07:00 – 02:25:00)**

Chair Pilpel provided a work plan for the committee. Discussion occurred.

Public Comment:

Allyson Washburn, Member of the Sunshine Ordinance Task Force (SOTF), commented on various issues.

Michael Petrelis commented on the extreme length of the meetings and large backlog. He stated that there is a lack of timekeeping during the meetings and that non-profits should be posting their agendas online.

Thomas Picarello commented on a complaint against members of the Board of Supervisors Budget and Finance Committee regarding public comment. He stated that the Task Force should not depend on the City Attorney's advice when their office is listed as a respondent.

No Action Taken.

6. **Public Comment:**

Michael Petrelis stated that the meetings should be broadcast on television and that a resolution is needed to advance the proposal.

Thomas Picarello stated that the meetings should be broadcast on television and further stated that a lawyer is needed at committee meetings.

7. **Announcements, Comments, Questions, and Future Agenda Items.**

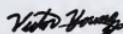
Public Comment:

None.

8. **ADJOURNMENT**

There being no further business the meeting was adjourned 5:35 p.m.

APPROVED: November 10, 2014



Victor Young
Administrator
Sunshine Ordinance Task Force

N.B. The Minutes of this meeting set forth all actions taken by the Sunshine Ordinance Task Force on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.

SUNSHINE ORDINANCE
TASK FORCE



City Hall

1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. (415) 554-7724
Fax No. (415) 554-7854
TDD/TTY No. (415) 554-5227

NOTICE OF CANCELLED MEETING
EDUCATION OUTREACH AND TRAINING COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

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cancelled

NOTICE IS HEREBY GIVEN that the regular meeting of the Education, Outreach and Training Committee scheduled for August 11, 2014, at 3:00 p.m., at 1 Dr. Carlton B. Goodlett Place, Room 408, City Hall, San Francisco, California, has been **cancelled**.

POSTED: August 8, 2014

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SUNSHINE ORDINANCE TASK FORCE

Education, Outreach and Training Committee

CITY AND COUNTY OF SAN FRANCISCO

AGENDA

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

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September 8, 2014 – 4:00 PM

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Regular Meeting

Members: Chris Hyland (Chair), David Pilpel,
Todd David, Ali Winston, Josh Wolf

1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
2. **Public Comment:** Members of the public may address the Education, Outreach and Training Committee on matters that are within the Committee's jurisdiction but not on today's agenda.
3. **File No. 13035: Hearing on the status of the Order of Determination** – Complaint filed by James Chaffee against the Board of Supervisors, Budget and Finance Committee for violating Sunshine Ordinance Section 67.15(c) and California Government Code Section 54954.3(b) for failing to provide adequate opportunity for public comment prior to taking final actions. *(Discussion and Action) (attachment)*
4. **File No. 14043: Hearing on the status of the Order of Determination** – Complaint filed by Emmanuel Kourkoulos against Deputy Chief Lyn Tamioka, San Francisco Police Department, for violating Sunshine Ordinance Sections 67.24(g) and 67.27(d) for failing to provide the requester an explanation of the nature of exempt information and suggest alternative sources for information. *(Discussion and Action) (attachment)*
5. **Adoption of the May 12, 2014, and July 14, 2014, meeting minutes.** *(Discussion and Action) (attachment)*
6. **Announcements, Comments, Questions, and Future Agenda Items.**
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Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

**Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689**

September 8, 2014 – 4:00 PM

Rescheduled Meeting

Members: Chris Hyland (Chair), David Pilpel,
Todd David, Ali Winston, Josh Wolf

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**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
MINUTES**

**Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689**

September 8, 2014 – 4:00 PM

Rescheduled Meeting

Members: Chris Hyland (Chair), David Pilpel,
Todd David, Ali Winston, Josh Wolf

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1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES

The meeting was called to order at 4:07 p.m. Members Winston and Wolf were noted absent. There was a quorum. Member Winston was noted present at 4:15 p.m.

2. Public Comment:
None.

3. File No. 13035: Hearing on the status of the Order of Determination – Complaint filed by James Chaffee against the Board of Supervisors Budget and Finance Committee for violating Sunshine Ordinance Section 67.15(c) and California Government Code Section 54954.3(b) for failing to provide adequate opportunity for public comment prior to taking final actions. *(Discussion and Action) (attachment)*

Member Pilpel summarized the history of the complaint.

Catherine Stefani, Aide to Supervisor Mark Farrell, provided a summary of the actions taken by the Budget and Finance Committee to improve to public comment procedures.

Member Winston, seconded by Member Pilpel, moved to continue the matter to the call of the chair.

Public Comment:

Thomas Picarello stated that the Budget and Finance Committee did not comply with the Task Force's Order of Determination by allowing public comment after each department's presentation.

The motion passed without objection.

4. **File No. 14043: Hearing on the status of the Order of Determination** – Complaint filed by Emmanuel Kourkoulos against Deputy Chief Lyn Tomioka, San Francisco Police Department, for violating Sunshine Ordinance Sections 67.24(g) and 67.27(d) for failing to provide the requester an explanation of the nature of exempt information and suggest alternative sources for information.

Emmanuel Kourkoulos (Complainant) and Deputy Chief Lyn Tomioka, Police Department (Respondent), provided an update on the status of the Order of Determination.

Upon discussion Deputy Chief Tomioka agreed to provide Mr. Kourkoulos written verification stating that reports/cases ending in 370 and 386 have been concluded. In addition, if possible, a copy of the redacted police report should be provided to the Complainant.

Member David, seconded by Member Pilpel, moved to continue the matter to the call of the chair.

Public Comment:

Thomas Picarello expressed thanks to Deputy Chief Tomioka for attending the meeting and expressed concern regarding document disclosure.

The motion passed by the following vote:

Ayes: 4 – Pilpel, David, Winston, Hyland

Noes: 1 - Wolf

5. **Adoption of the May 12, 2014, and July 14, 2014, meeting minutes.**

Member Pilpel, seconded by Member David, moved to continue the matter to the call of the chair.

Public Comment:

Thomas Picarello requested the matter be continued.

The motion passed by the following vote:

Ayes: 4 – Pilpel, David, Winston, Hyland

Noes: 1 - Wolf

6. **Announcements, Comments, Questions, and Future Agenda Items.**

Discussion occurred regarding the starting time of the Education, Outreach and Training Committee. The regular meeting time should be amended to begin at 4:00 p.m.

Consideration of the Civil Grand Jury Report follow up should be agendized shortly.

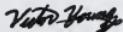
Public Comment:

None.

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7. **ADJOURNMENT**

There being no further business the meeting was adjourned at 5:15 p.m.

APPROVED: November 10, 2014



Victor Young
Administrator
Sunshine Ordinance Task Force

N.B. The Minutes of this meeting set forth all actions taken by the Sunshine Ordinance Task Force on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.



SUNSHINE ORDINANCE TASK FORCE
Education, Outreach and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
AGENDA

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

11-07-14 PD 1:12 RCV

November 10, 2014 - 4:00 PM

Regular Meeting

GOVERNMENT
DOCUMENTS DEPT

110/111
Members: Chris Hyland (Chair), David Pilpel,
Todd David, Ali Winston, Josh Wolf

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1. **CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**
2. **Adoption of the January 13, 2014, February 10, 2014, April 14, 2014, May 12, 2014, July 14, 2014, and September 8, 2014, Education, Outreach and Training Committee meeting minutes. (Discussion and Action) (attachment)**
3. **File No. 11068: Hearing on the Status of the Order of Determination** - Complaint filed by Anonymous against the Planning Department for violating Administrative Code (Sunshine Ordinance), Section 67.21(a) for failure to provide copies of all Parkmerced project documents. *(Discussion and Action) (attachment)*
(The SOTF referred the matter to the Education, Outreach and Training Committee for a review of the department's policy and procedure for processing public records requests.)
4. **File No. 14043: Hearing on the status of the Order of Determination** - Complaint filed by Emmanuel Kourkoulos against Deputy Chief Lyn Tamioka, San Francisco Police Department, for violating Administrative Code (Sunshine Ordinance), Sections 67.24(g) and 67.27(d) for failing to provide the requester an explanation of the nature of exempt information and suggest alternative sources for information. *(Discussion and Action) (attachment)*
5. **Public Comment:** Members of the public may address the Education, Outreach and Training Committee on matters that are within the Committee's jurisdiction but not on today's agenda.

6. **File No. 14054: Hearing on the status of the Order of Determination** - Complaint filed by Philip Carleton against Richard Lee (DPH) and the Department of Public Health for violating Administrative Code (Sunshine Ordinance), Sections 67.21(b) and 67.25(a) for failure to respond to a request for public records in a timely manner. *(Discussion and Action) (attachment)*
(The SOTF referred the matter to the Education, Outreach and Training Committee for a review of the department's procedure for processing public records requests.)

7. **File No. 14084: Hearing on the status of the Order of Determination** - Complaint filed by Jason Grant Garza against Barbara Garcia and Faye DeGuzman, Department of Public Health, for violating Administrative Code (Sunshine Ordinance), Sections 67.21(a)(e), 67.29, and 67.29-7 for failure to provide the requested San Francisco General Hospital video recording, failure to maintain the index of records, and failure to send a knowledgeable representative to the Task Force meeting. *(Discussion and Action) (attachment)*
(The SOTF referred the matter to the Education, Outreach and Training Committee for a review of the department's policy regarding the maintenance of video records at San Francisco General Hospital and procedures for maintaining the index of records. It is requested that a person knowledgeable of the video retention policy and the reason why the requested video at San Francisco General Hospital is missing attend the meeting.)

8. **File No. 14056: Hearing on the status of the Order of Determination** - Complaint filed by Jason Grant Garza against Ross Mirkarimi, Paul Miyamoto, Kathy Gorwood, and Raymond Winters, Office of the Sheriff, for violating Administrative Code (Sunshine Ordinance), Sections 67.21(a) and 67.29 for failure to provide the video retention policy to the Complainant and failure to maintain the index of records. *(Discussion and Action) (attachment)*
(The SOTF referred the matter to the Education, Outreach and Training Committee for a review of the departmental procedures for maintaining the index of records.)

9. **File No. 14067: Hearing on the status of the Order of Determination** - Complaint filed by Charles Grisham against Frank Lee, Department of Public Works, for violating Administrative Code (Sunshine Ordinance), Section 67.21(c) for failure to assist the requester in identifying the existence, form and nature of a requested record. *(Discussion and Action) (attachment)*
(The SOTF referred the matter to the Education, Outreach and Training Committee for a review of the department's procedure for processing public records requests. In addition the Task Force requests information regarding training provided to staff regarding assisting the public in finding requested records.)

10. **Communications:** Request regarding Sunshine Ordinance training for various communities. *(Discussion and Action) (attachment)*

- 11. **File No. 14065:** Hearing - Civil Grand Jury Report - Ethics in the City: Promise, Practice or Pretense (Follow-up of SOTF responses to the Civil Grand Jury Report) (*Discussion and Action*) (*attachment*)
- 12. **Announcements, Comments, Questions, and Future Agenda Items.**
- 13. **ADJOURNMENT**

Agenda Item Information

Each item on the agenda may include: 1) Department or Agency cover letter and/or report; 2) Public correspondence; 3) Other explanatory documents. For more information concerning agendas, minutes, and meeting information, such as these documents, please contact the SOTF Clerk, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102.

Audio recordings of the meeting of the Sunshine Ordinance Task Force are available at:
<http://www.sfbos.org/index.aspx?page=9811>

For information concerning Sunshine Ordinance Task Force please contact by e-mail sotf@sfgov.org or by calling (415) 554-7724.

Public Comment

Public Comment will be taken before or during the Committee's consideration of each agenda item. Speakers may address the Task Force for up to three minutes on that item. During General Public Comment, members of the public may address the Task Force on matters that are within the Task Force's jurisdiction and are not on the agenda. Any person speaking during a public comment period may supply a brief written summary of their comments, which shall, if no more than 150 words, be included in the official file.

Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Each member of the public who is unable to attend the public meeting or hearing may submit to the City, by the time the hearing begins, written comments regarding the subject of the meeting or hearing. These comments will be made a part of the official public record.

Hearing Procedures

1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant present facts and evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
<i>Above total speaking times for Complainant and City to be the same.</i>		
3.	Matter is with the Task Force for discussion and questions.	3 minutes
4.	Respondent and Complainant presents clarification/rebuttal	
5.	Matter is with the Task Force for motion and deliberation.	
6.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
7.	Vote by Task Force (Public comment at discretion of chair on new motion and/or on new motion if vote fails.)	

Note: Time must be adhered to. If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access

The hearing rooms in City Hall are wheelchair accessible. Assistive listening devices for the hearing rooms are available upon request with the SOTF Clerk. The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). MUNI bus lines also serving the area are the 5, 6, 9, 19, 21, 47, 49, 71, and 71L. For more information about MUNI accessible services, call (415) 701-4485. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex. Accessible curbside parking is available on Dr. Carlton B. Goodlett Place and Grove Street.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the SOTF Clerk at (415) 554-7724 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

LANGUAGE INTERPRETERS: Requests must be received at least 48 hours in advance of the meeting to help ensure availability. Contact Wilson Ng at (415) 554-5184. **AVISO EN ESPAÑOL:** La solicitud para un traductor debe recibirse antes de mediodía de el viernes anterior a la reunión. Llame a Derek Evans (415) 554-7702. **Paunawa:** Ang mga kahilingan ay kailangang matanggap sa loob ng 48 oras bago mag miting upang matiyak na matutugunan ang mga hiling. Mangyaring tumawag kay Joy Lamug sa (415) 554-7712.

翻譯 必須在會議前最少四十八小時提出要求
請電 (415) 554-7719

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact: Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102; phone (415) 554-7724; fax (415) 554-5163; or email sotf@sfgov.org.

Citizens may obtain a free copy of the Sunshine Ordinance by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.sfbos.org/sunshine>.

Cell Phones, Pagers and Similar Sound-Producing Electronic Devices

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room

of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 581-3100; fax (415) 252-3112; web site www.sfgov.org/ethics.



**SUNSHINE ORDINANCE TASK FORCE
Education, Outreach, and Training Committee
CITY AND COUNTY OF SAN FRANCISCO
MINUTES**

Hearing Room 408
City Hall, 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

85.4
2
11/10/14
November 10, 2014 - 4:00 PM

Regular Meeting

GOVERNMENT
DOCUMENTS DEPT

Members: Chris Hyland (Chair), David Pilpel,
Todd David, Ali Winston, Josh Wolf

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1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES

The meeting was called to order at 4:03 p.m. Members David and Winston were noted absent. There was a quorum.

2. Adoption of the January 13, 2014, February 10, 2014, April 14, 2014, May 12, 2014, July 14, 2014, and September 8, 2014, Education, Outreach and Training Committee meeting minutes.

Member Pilpel, seconded by Member Hyland, moved to adopt the meeting minutes as amended.

Public Comment:
None.

The motion passed by the following vote:

Ayes: 3 - Pilpel, Wolf, Hyland
Noes: 0 - None
Absent: - David, Winston

3. **File No. 11068: Hearing on the Status of the Order of Determination** - Complaint filed by Anonymous against the Planning Department for violating Administrative Code (Sunshine Ordinance), Section 67.21(a) for failure to provide copies of all Parkmerced project documents. (00:02:00 - 00:48:00)

Anonymous (Complainant) provided a summary of the complaint and stated that she does not believe that all requested documents have been provided. The Complainant further requests an index and a chronology of the documents provided. Jonas Ionin, Custodian of Records, Planning Department (Respondent) provided a summary of the department's position and stated that the Planning Department has provided all relevant documents. Mr. Ionin also stated that all documents related to the Parkmerced project are available on the Planning Department's website. A question and answer period followed. The Complainant and the Respondent provided rebuttals.

Member Pilpel, seconded by Member Hyland, moved to continue the matter to the next meeting of the Education, Outreach, and Training Committee (January 12, 2015).

Public Comment:

None.

The committee requested that the Planning Department do the following:

- Review the Task Force file and summarizes documents already provided to the Complainant in the form of an index of documents.
- Consult Elizabeth Watty, Planning Department, to determine if an index of provided documents was created.
- If possible, provide the date that public records were provided to the Complainant.

The committee requested that the Complainant review the Planning Department website and provide a list of any documents that have not been provided or is not available on the Planning Department's website.

The Complainant agreed to consolidate all complaints filed against the Planning Department regarding the Parkmerced project to be heard at the next meeting of the Education, Outreach and Training Committee. The following files will be scheduled with File No. 11068: File No. 13085, 14037, 14038, 14039, and 14040. The following is a list of other complaints by Anonymous regarding the Parkmerced project: File No. 12047 (Office of the City Attorney); File Nos. 13063 through 14070 (various members of the Board of Supervisors).

The committee requested that the file be divided to create a hearing file to consider the Planning Department's policies and procedures for processing public records requests (File No. 14102).

The motion passed by the following vote:

Ayes: 3 - Pilpel, Wolf, Hyland

Noes: 0 - None

Absent: - David, Winston

File No. 14102 (Divided from File No. 11068) - Hearing - Planning Department - Review of Policies and Procedures for processing public records requests.

Member Pilpel, seconded by Member Hyland, moved to continue the matter to the next meeting of the Education, Outreach and Training Committee (January 12, 2015).

Public Comment:

None.

The motion passed without objection.

4. **File No. 14043: Hearing on the status of the Order of Determination** – Complaint filed by Emmanuel Kourkoulos against Deputy Chief Lyn Tamioka, Police Department, for violating Administrative Code (Sunshine Ordinance), Sections 67.24(g) and 67.27(d) for failing to provide the requester an explanation of the nature of exempt information and suggest alternative sources for information. (00:48:00 - 01:06:00)

Emmanuel Kourkoulos (Complainant), provided an update on the status of the Order of Determination further stated that he has not received all requested documents. Sgt. William McCarthy, Police Department (Respondent), provided an update on the department's position and summarized the department's policy regarding privacy of police reports to protect victims of crime. Sgt. McCarthy further stated that if a copy of the requested police report is provided the entire narrative of the report would be redacted.

The committee requested that the Police Department provide the department's online instructions as to how to obtain a police report and other public records along with any internal policies and procedures.

Member Pilpel, seconded by Member Hyland, moved to continue the matter to the next meeting of the Education, Outreach and Training Committee (January 12, 2015). However, with the agreement from the Complainant, the complaint shall be considered concluded upon receipt, from the Police Department, of the redacted Police Report ending in 386.

Public Comment:

None.

The motion passed by the following vote:

Ayes: 3 - Pilpel, Wolf, Hyland

Noes: 0 - None
Absent: - David, Winston

The committee requested that a hearing file be created on the Police Department's policies and procedures for processing public records requests and General Order 3.16 regarding the release of police reports. (File No. 14103)

5. **Public Comment:**
None.

6. **File No. 14054: Hearing on the status of the Order of Determination** - Complaint filed by Philip Carleton against Richard Lee and the Department of Public Health for violating Administrative Code (Sunshine Ordinance), Sections 67.21(b) and 67.25(a) for failure to respond to a request for public records in a timely manner. (01:07:00 - 01:34:00)

Philip Carleton (Complainant) provided a summary of the status of the Order of Determination and stated that the department has provided copies of the reports in question but has not posted them online. Richard Lee, Acting Director of Environmental Health; Nancy Sarich, Custodian of Public Records, Department of Public Health (DPH) (Respondents) provided a summary of the department's position.

Member Pilpel suggested that the DPH revise and centralize their website design to make it easier for the public to navigate and find documents. However, Member Pilpel stated that not all reports are required to be posted online.

The Committee requested that DPH provide a letter confirming that a copy of the powerpoint presentation has been posted online and provide a copy of DPH's memo regarding changes to policies and procedures related to processing public records requests.

Member Hyland, seconded by Member Wolf, moved to continue the matter to the call of the chair with the provision that upon receipt of the requested confirmation letter (subject to review and approval of the chair) the matter shall be concluded.

Public Comment:
None.

The motion passed by the following vote:

Ayes: 3 - Pilpel, Wolf, Hyland
Noes: 0 - None
Absent: - David, Winston

The Committee requested that a hearing file be created regarding the Department of Public Health's policies and procedures for processing public records requests and to discuss DPH website design. (File No. 14104)

7. **File No. 14084: Hearing on the status of the Order of Determination** - Complaint filed by Jason Grant Garza against Barbara Garcia and Faye DeGuzman, Department of Public Health, for violating Administrative Code (Sunshine Ordinance), Sections 67.21(a)(e), 67.29, and 67.29-7 for failure to provide the requested San Francisco General Hospital video recording, failure to maintain the index of records, and failure to send a knowledgeable representative to the Task Force meeting. (01:34:00 - 01:48:00)

Nancy Sarieh, Custodian of Records, DPH; (Respondent), provided an update on the compliance with the Order of Determination. Basil Price, Director of Security, DPH, provided a summary of video retention policy and clarified that the video retention period is one year. Ms. Sarieh addressed questions regarding the department's index of records. The index of records is maintained by the City Administrator. Proposed updates from DPH are submitted to the City Administrator periodically. Member Pilpel suggested that a method be created to temporarily correct portions of the index of records until the City Administrator can update the entire index. Eric Kondo, Chief Engineer, San Francisco General Hospital, described the server issue that caused the permanent deletion of 3 weeks of video. Mr. Knodo stated that the recording system is in good working order at this time.

Public Comment:

None.

Due to the lack of a motion the matter was concluded.

8. **File No. 14056: Hearing on the status of the Order of Determination** - Complaint filed by Jason Grant Garza against Ross Mirkarimi, Paul Miyamoto, Kathy Gorwood, and Raymond Winters, Office of the Sheriff, for violating Administrative Code (Sunshine Ordinance), Sections 67.21(a) and 67.29 for failure to provide the video retention policy to the Complainant and failure to maintain the index of records.

Freya Horne, Attorney representing the Office of the Sheriff (Respondent), stated that the City Administrator is not currently accepting updates to the index of records. The index of records is maintained by the City Administrator with proposed updates from the department submitted periodically. Member Pilpel suggested that a method be created to temporarily correct portions of the index of records until the City Administrator can update the entire index.

Public Comment:

None.

Due to the lack of a motion the matter was concluded.

Meeting Recessed - 6:01 p.m. to 6:03 p.m.

9. **File No. 14067: Hearing on the status of the Order of Determination** - Complaint filed by Charles Grisham against Frank Lee, Department of Public Works, for violating Administrative Code (Sunshine Ordinance), Section 67.21(c) for failure to assist the requester in identifying the existence, form and nature of a requested record. (01:48:00 -)

Charles Grisham (Complainant) provided an update on the status of the complaint. Jeremy Spitz and Frank Lee, Public Works (Respondent), provided an update on the status of compliance with the Order of Determination and summarized the department's policies and procedures regarding public records requests. The Respondents further stated that Public Works does not have a centralized method to effectively search for documents regarding claims. They stated that the request was so broad that Public Works was unable to provide a timely response. Public Works reaffirmed that the City Attorney's Office maintains information regarding claims. The Complainant and the Respondents provided rebuttals.

The Committee requested that Public Works provide their policies and procedures regarding public records requests and training provided to staff (previously listed in the Order of Determination) in writing at the next meeting of the EOTC. The Committee further stated that Public Works' records retention policy, listed on their website, does list claims and requested that the department provide the documents requested by the Complainant.

Member Pilpel, seconded by Member Wolf, moved to continue the matter to the call of the chair.

Public Comment:

None.

The motion passed by the following vote:

Ayes: 3 - Pilpel, Wolf, Hyland

Noes: 0 - None

Absent: - David, Winston

Chair Hyland requested that the Task Force Administrator provide a summary of complaints against Public Works.

File No. 14098 is a companion file and shall be heard in conjunction with File No. 14067 at future Task Force meetings.

10. **Communications:** Request regarding Sunshine Ordinance training for various communities.

The Committee reviewed a request for training and requested that the Task Force Administrator inquire as to what training topic is requested, when the training is requested, and who is the training for.

Public Comment:
None.

11. **File No. 14065:** Hearing - Civil Grand Jury Report - Ethics in the City: Promise, Practice or Pretense (Follow-up of Task Force responses to the Civil Grand Jury Report)

Committee members discussed proposed follow-up responses to the Civil Grand Jury Report.

Member Pilpel, seconded by Member Hyland, moved to continue the matter to the next meeting of the Education, Outreach, and Training Committee. It was further requested that an invitation be provided to Member Hepner to discuss the matter.

Public Comment:
None.

The motion passed without objection.

12. **Announcements, Comments, Questions, and Future Agenda Items.**

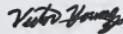
The next meeting of the Education, Outreach, and Training Committee is January 12, 2015.

Public Comment:
None.

13. **ADJOURNMENT**

There being no further business the meeting was adjourned at 6:51 p.m.

APPROVED: January 12, 2015



Victor Young
Administrator
Sunshine Ordinance Task Force

N.B. The Minutes of this meeting set forth all actions taken by the Sunshine Ordinance Task Force on the matters stated, but not necessarily in the chronological sequence in which the matters were taken up.

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